USER MANUAL
Student Learning Profile

(Document 27e)

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1 Module Overview

1.1 Introduction

1.1.1 Objective

The Student Learning Profile Module (SLP) is used to support the implementation of the policy on Student Learning Profile for the New Senior Secondary (NSS) Curriculum.

Student Learning Profile (SLP) – The purpose of the SLP is to provide supplementary information on secondary school leavers' competencies and specialties, for giving a fuller picture of the students. Under the NSS education, students should be encouraged to build up a profile to record and reflect on their learning experiences and achievements. The design and implementation would be school-based and the content *may* include brief information about:

- Academic performance in school;
- Other Learning Experiences; and
- Awards / achievements gained outside schools

The SLP module could generate SLP reports for students studying in senior secondary levels from Secondary 4 to 6.

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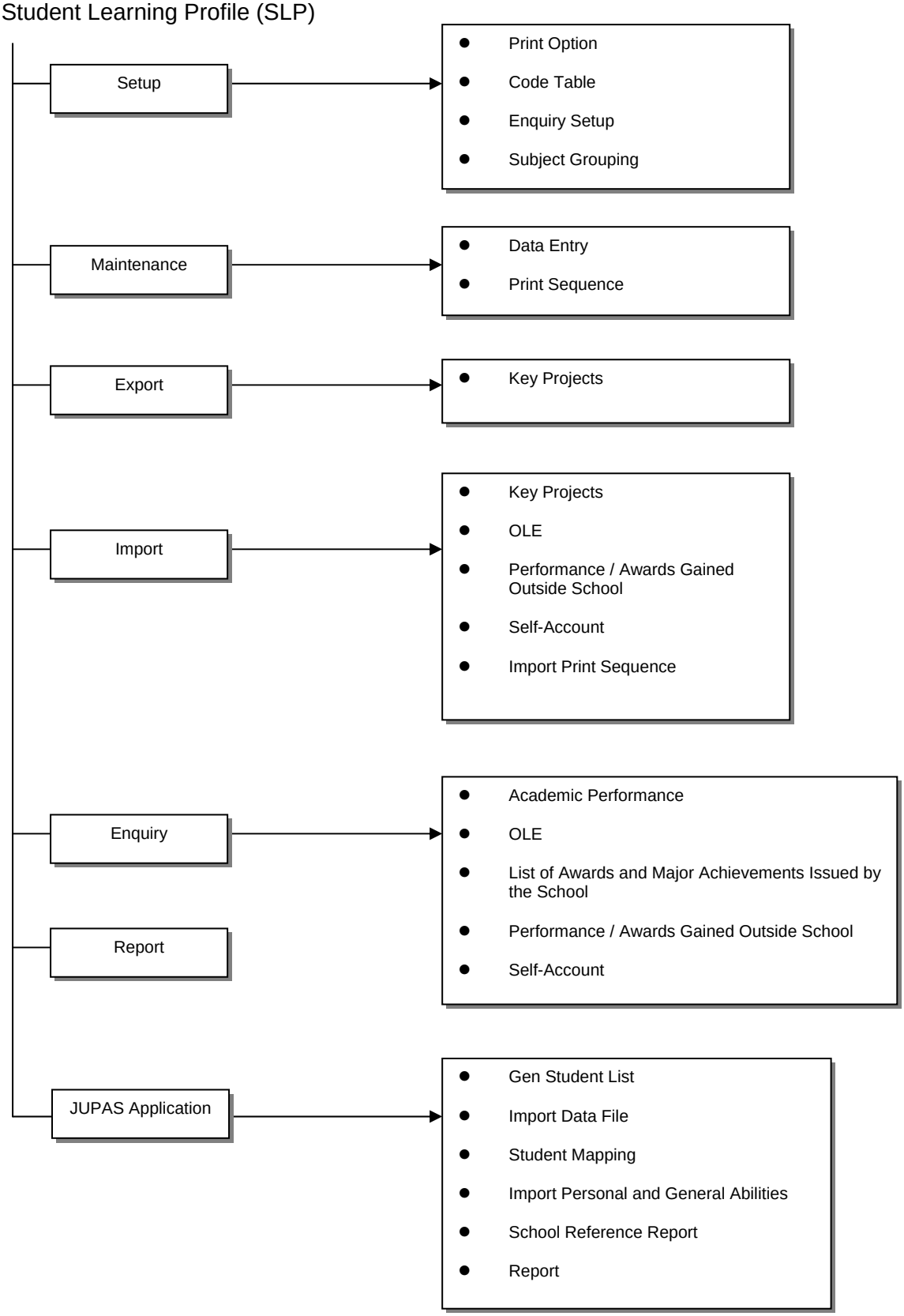
1.2 Function Chart

Student Learning Profile (SLP)



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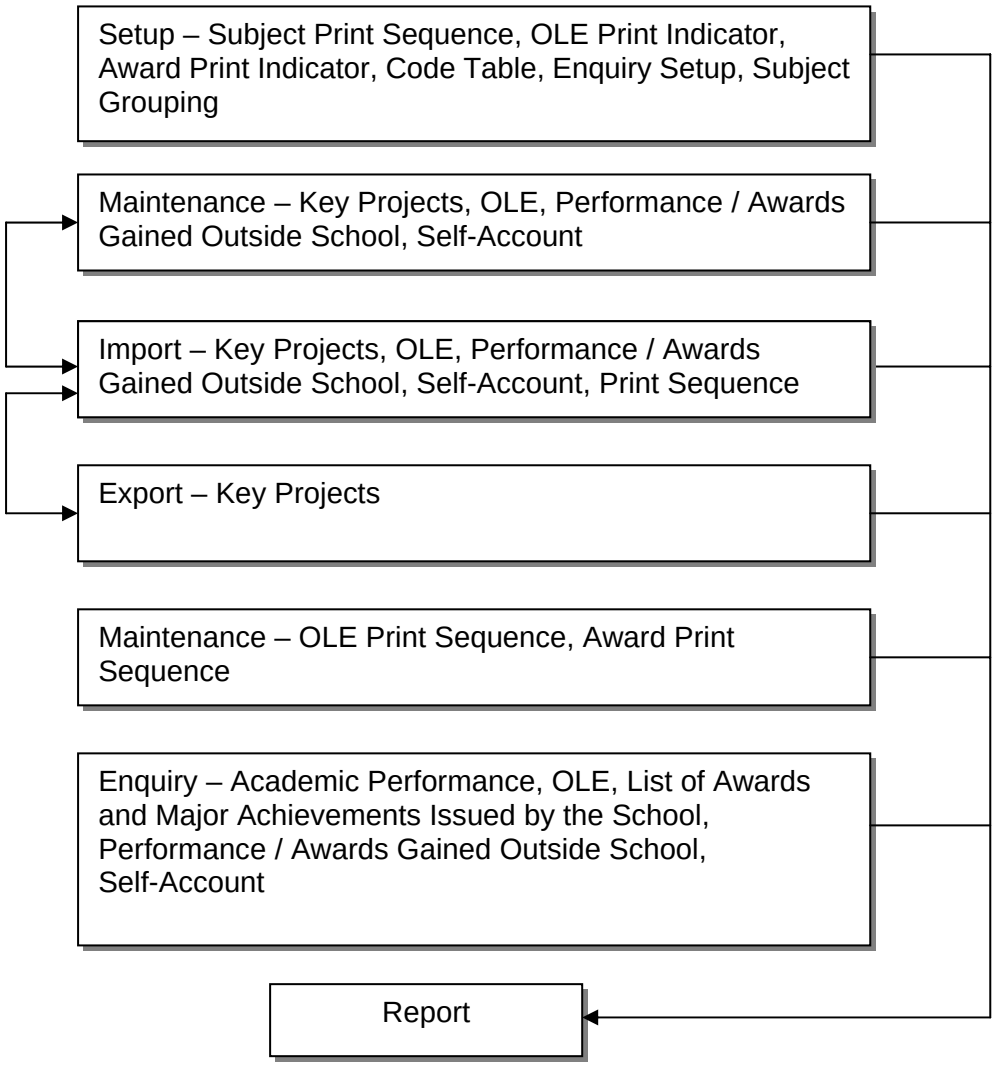
1.3 Flow Diagram


Setup – Subject Print Sequence, OLE Print Indicator, Award Print Indicator, Code Table, Enquiry Setup, Subject Grouping
Maintenance – Key Projects, OLE, Performance / Awards Gained Outside School, Self-Account
Import – Key Projects, OLE, Performance / Awards Gained Outside School, Self-Account, Print Sequence
Export – Key Projects
Maintenance – OLE Print Sequence, Award Print Sequence
Enquiry – Academic Performance, OLE, List of Awards and Major Achievements Issued by the School, Performance / Awards Gained Outside School, Self-Account
Report

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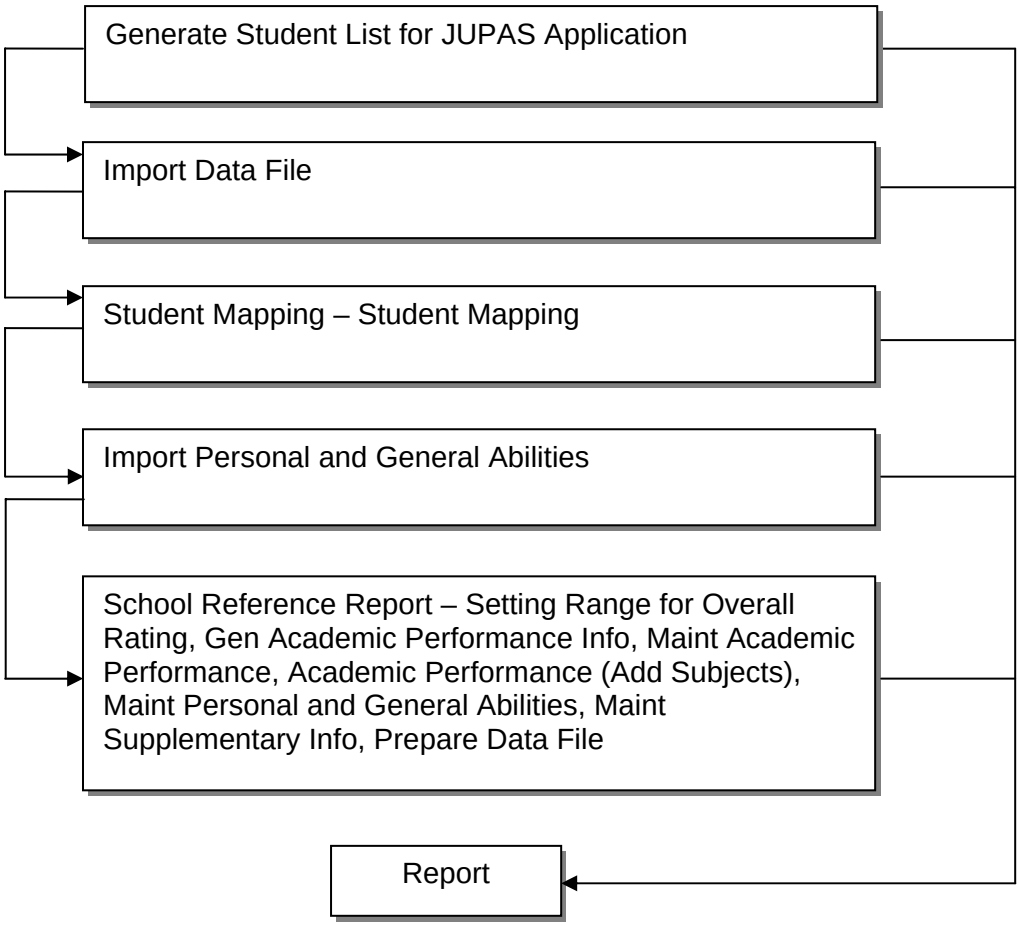
JUPAS Application


Generate Student List for JUPAS Application
Import Data File
Student Mapping – Student Mapping
Import Personal and General Abilities
School Reference Report – Setting Range for Overall Rating, Gen Academic Performance Info, Maint Academic Performance, Academic Performance (Add Subjects), Maint Personal and General Abilities, Maint Supplementary Info, Prepare Data File
Report

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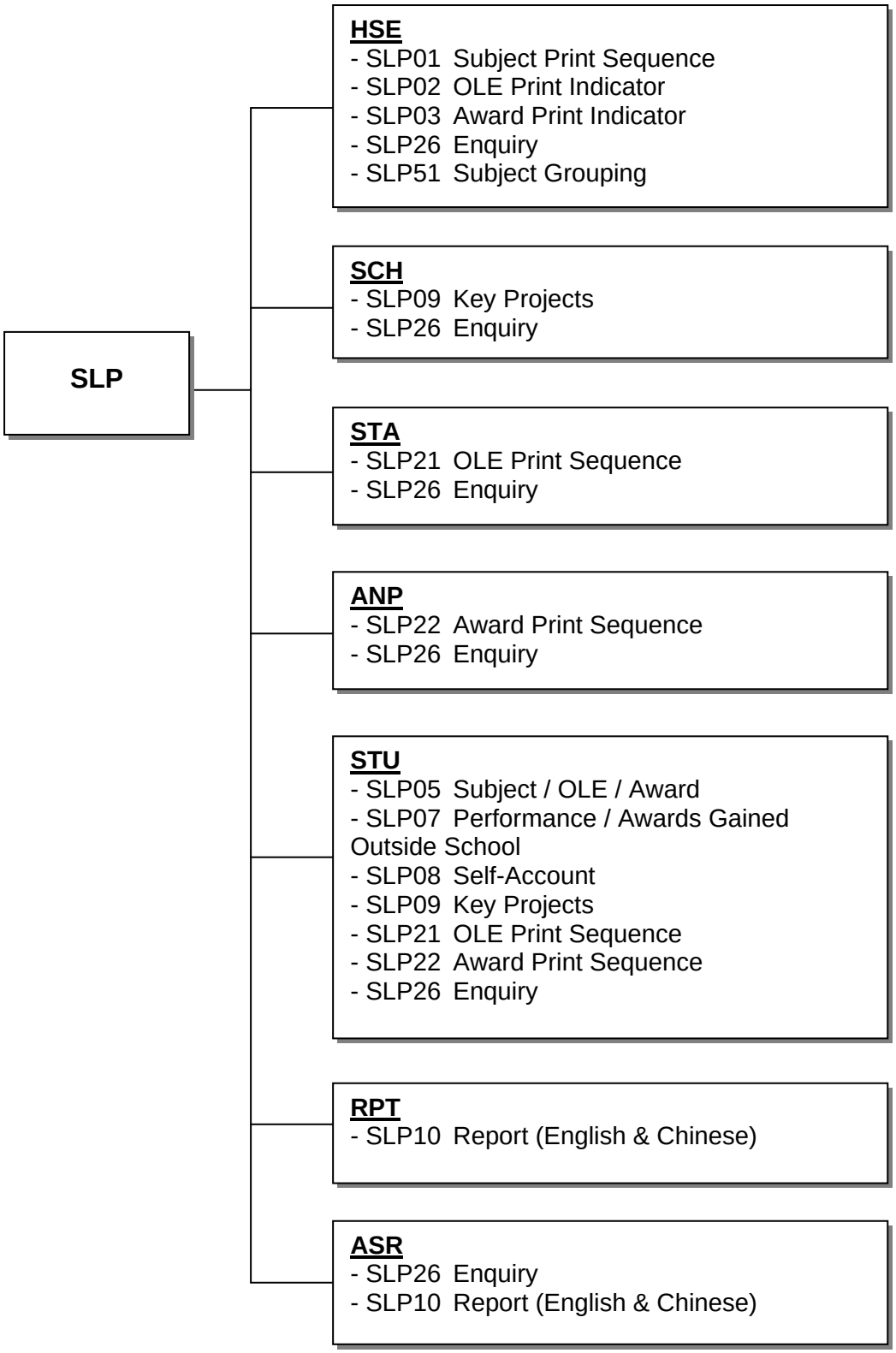
1.4 Interactions with other modules



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📖 **SLP01 – Subject Print Sequence, SLP02 – OLE Print Indicator, SLP03 – Award Print Indicator, SLP26 – Enquiry, SLP51 – Subject Grouping**

- CODE MANAGEMENT (HSE)
  - Retrieve Subject and Activity

📖 **SLP09 – Key Projects, SLP26 – Enquiry**

- SCHOOL MANAGEMENT (SCH)
  - Retrieve School Year, Class Information and Subject Information

📖 **SLP21 – OLE Print Sequence, SLP26 – Enquiry**

- STUDENT ACTIVITY(STA)
  - Retrieve Student's Activity

📖 **SLP22 – Award Print Sequence, SLP26 – Enquiry**

- AWARD & PUNISHMENT (ANP)
  - Retrieve Student's Awards

📖 **SLP05 – Subject / OLE / Award, SLP07 – Performance / Awards Gained Outside School, SLP08 – Self-Account, SLP09 – Key Projects, SLP21 – OLE Print Sequence, SLP22 – Award Print Sequence, SLP26 – Enquiry**

- STUDENT (STU)
  - Retrieve Student Registration Number
  - Retrieve Guardian Information

📖 **SLP10 – Report (English & Chinese)**

- REPORT MANAGEMENT (RPT)
  - Retrieve related report template

📖 **SLP26 – Enquiry, SLP10 – Report (English & Chinese)**

- ASSESSMENT (ASR)
  - Retrieve academic result

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2 Operation Procedures

2.1 Setup

2.1.1 Print Option

Edit Subject Print Sequence

📖 Function Description

User can maintain the print sequence of the subjects in reports.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[SLP → Setup → Print Option]** on the left menu.
2. A list of all S4-S6 subjects and subject groupings is shown. If subject is included in subject grouping, or subject grouping contains subject component, the subject and subject grouping will not be listed.

3. Fill in print sequence numbers in the range 0-999.9 or you may leave it blank under ‘Print Seq’ column.
4. Click **[Save]** button to store the print sequence.
5. User can click the **[Preview]** button to preview the effect, this will not save the data until user trigger **[Save]** button.

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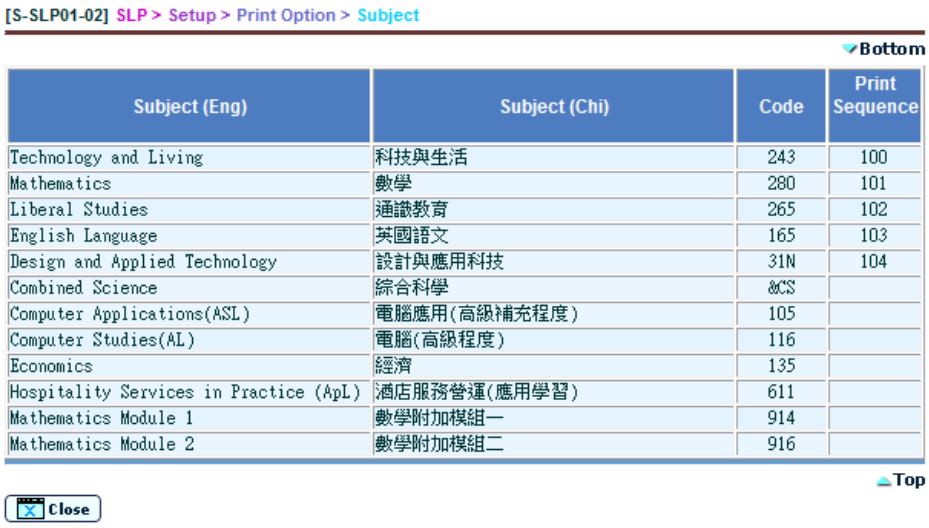
[S-SLP01-02] SLP > Setup > Print Option > Subject

Bottom

Subject (Eng)	Subject (Chi)	Code	Print Sequence
Technology and Living	科技與生活	243	100
Mathematics	數學	280	101
Liberal Studies	通識教育	265	102
English Language	英國語文	165	103
Design and Applied Technology	設計與應用科技	31N	104
Combined Science	綜合科學	&CS	
Computer Applications(ASL)	電腦應用(高級補充程度)	105	
Computer Studies(AL)	電腦(高級程度)	116	
Economics	經濟	135	
Hospitality Services in Practice (ApL)	酒店服務營運(應用學習)	611	
Mathematics Module 1	數學附加模組一	914	
Mathematics Module 2	數學附加模組二	916	

Top

Close

📖 Post-effects

N/A

📖 Notes

1. System should automatically show all subjects that have been offered to S4-S6.
2. The default print sequence is by alphabetical order of the Subject / Subject Grouping name.
3. Records numbered are printed first in the ascending order of the numbers followed by those with ‘blank’ printed in default print sequence. Those assigned ‘0’ will not be included in reports SLP A and SLP B.
4. When a new S4-S6 subject is added, or subject grouping setting is changed, user can trigger this screen to maintain its print sequence / SLP print indicator. Otherwise, the new subject / subject grouping will be included in SLP report according to the default print sequence.

Edit OLE print indicator

📖 Function Description

User can maintain the print indicator of the Event in reports.

📖 Pre-requisites

N/A

User Procedures

1. Click **[SLP]** → **[Setup]** → **[Print Option]** on the left menu.
2. Click the **OLE** tab.

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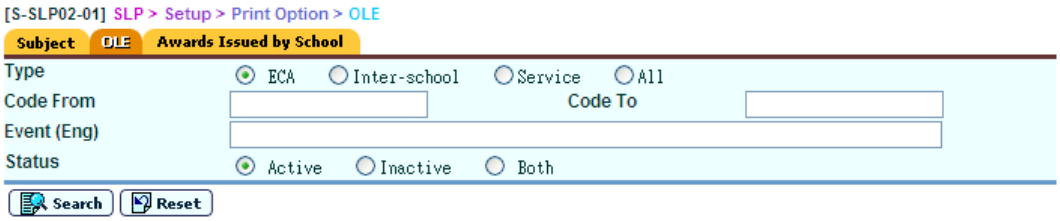

3. User can search the records by the following criteria:

   Type - ECA / Inter-school Activities / Service / All

   Code From / Code To

   Event (Eng)

   Status – Active / Inactive / Both

4. Click **[Search]** button and a list of Event are shown.

5. User checks / un-checks check-box to for each record. (*Unchecked event will not be printed in the reports*.)
6. Click **[Save]** button to save any changes.

🕮 Post-effects

1. Unchecked events will not be printed in the reports.

🕮 Notes

1. System will list the records in ascending order by Type and by Code.
2. User can re-order the records in ascending or descending order by Event (Eng) name.
3. When records are listed for the first time, the SLP Print Indicators will be selected.

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4. Above the SLP Print Indicator, there is a checkbox. When it is checked, all records are selected under this field. If user unchecks this box, all records will be de-selected. When all records are selected under this field, the box will be automatically checked.
5. When a new Event is added, user can trigger this screen to maintain its print SLP Print indicator. Otherwise, the SLP Print indicator of the new event will be selected.

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Edit Award print indicator

Function Description

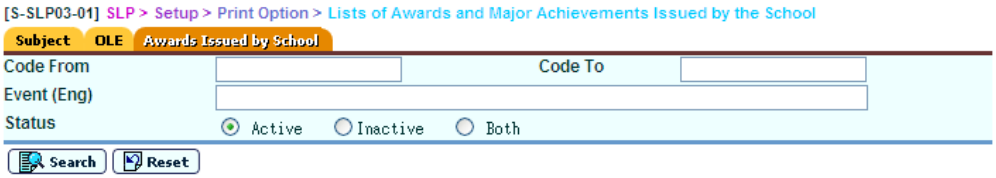
User can maintain the print indicator of the Award in reports.

Pre-requisites

N/A

User Procedures

1. Click **[SLP]** → **[Setup]** → **[Print Option]** on the left menu
2. Click the **Award** tab.



3. User can search the records by the following criteria:

   Code From / Code To
   Event (Eng)
   Status – Active / Inactive / Both

4. Click **[Search]** button and a list of Award are shown.

5. User checks / un-checks check-box to for each record. (*Unchecked event will not be print in the reports*.)
6. Click **[Save]** button to save any changes.

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📖 Post-effects

1. Unchecked events will not be printed in the reports.

📖 Notes

1. The 4 fields listed are Code, Award Name, Status and SLP Print Indicator (For Award Name, system will fill in the Eng name first and if it is not available the Chi name).
2. System will list the records in ascending order by Code and can reverse them in descending order.
3. User can also re-order the records in ascending or descending order of Award name.
4. When records are listed for the first time, the SLP Print Indicators will be selected.
5. Above the SLP Print Indicator, there is a checkbox. When it is checked, all records are selected under this field. If user unchecks this box, all records will be de-selected. When all records are selected under this field, the box will be automatically checked.
6. When a new coded award event is added, user can trigger this screen to maintain its print SLP Print indicator. Otherwise, the SLP Print indicator of the new event will be selected.

2.1.2 Code Table

Edit Key Projects

📖 Function Description

User can edit Key Projects through the **"Code Table"** function.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[SLP]** → **[Setup]** → **[Code Table]** on the left menu, a list of key projects is shown.

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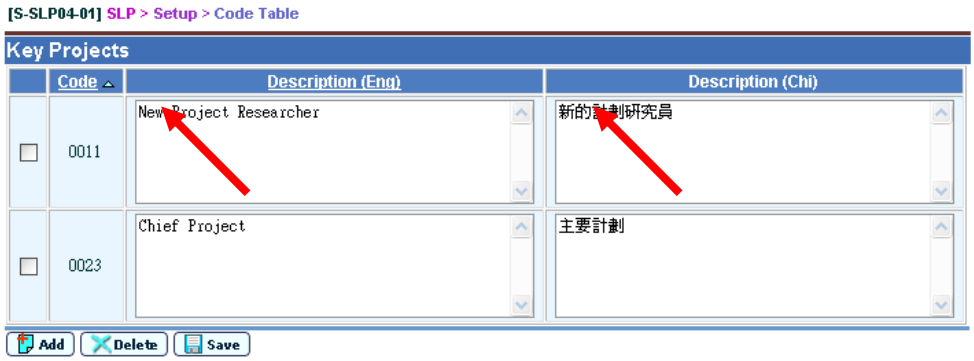
2. Edit the Key projects Description (Eng) / Description (Chi).



3. Click **[Save]** button.

📖 Post-effects

When pressing the **[Save]** button, information of key projects code are setup.

📖 Notes

1. User should assign codes for the newly added key projects. Duplicated code is not allowed.
2. User is allowed to enter at most 500 characters in the fields for the English and Chinese description for Key Projects.

Add Key Projects

📖 Function Description

User can add Key Projects through the **"Code Table"** function.

📖 Pre-requisites

N/A

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User Procedures

1. Click **[SLP]** → **[Setup]** → **[Code Table]** on the left menu, a list of key projects is shown.

2. Click **[Add]** button, a new blank row appears.

3. Fill in the appropriate Code, Description (Eng) / Description (Chi).
4. Click **[Save]** button.

Post-effects

A new key project will be added.

Notes

N/A

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Delete Key Projects

Function Description

User can delete Key Projects through the **"Code Table"** function.

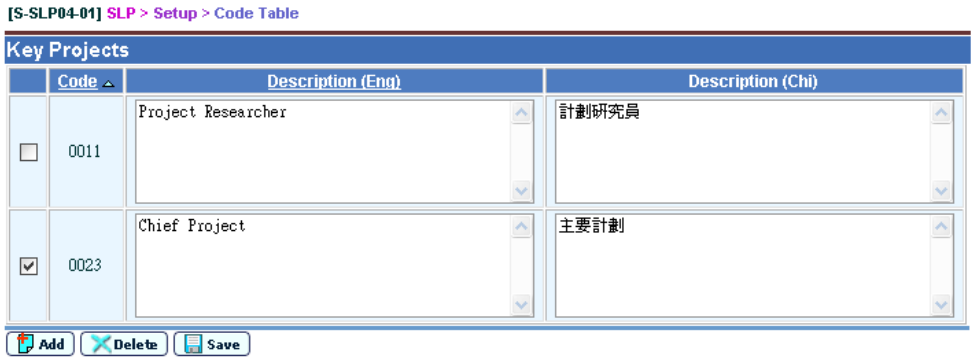
Pre-requisites

N/A

User Procedures

1. Click **[SLP]** → **[Setup]** → **[Code Table]** on the left menu, a list of key projects is shown.

2. Check the checkbox beside the Description (Eng) column to delete the record.



3. Click the **[Delete]** button and confirm the operation.

Post-effects

If the existing Key Projects exist, these records will be deleted.

Notes

N/A

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2.1.3 Enquiry Setup

🕮 Function Description

User can set SLP enquiry setting for S4 – S6 level of the current school year.

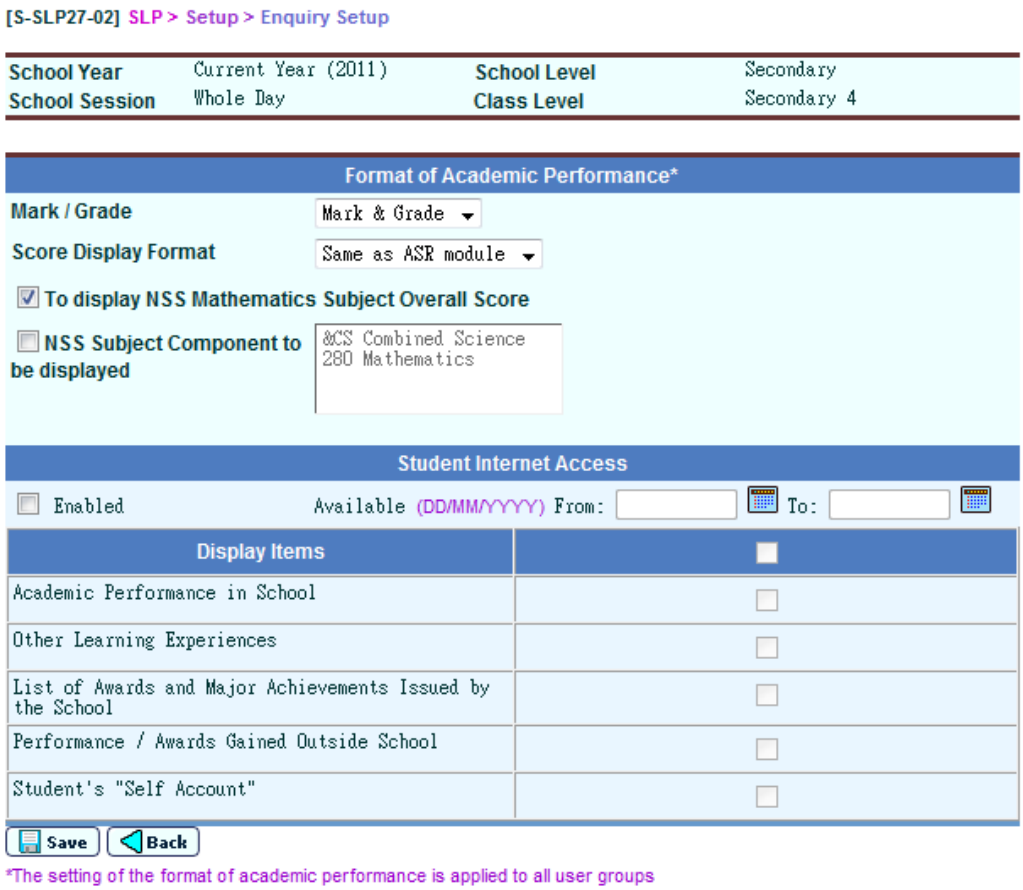
🕮 Pre-requisites

Class Teacher can only view his / her class(es).

User Procedures

1. Click **[SLP → Setup → Enquiry Setup]** on the left menu.
2. User can search the records by Class Level.

3. Click **[Search]** button and the enquiry setting page is shown which allows the user to maintain the enquiry access setting for the selected class level.



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4. Click **[Save]** button to store the setting and message about record(s) saved successfully will be shown.
5. Click **[Back]** button to go back to the previous searching page without saving any data.

📖 Post-effects

1. If the user presses the “Back” button, the searching page will be displayed.
2. If the “Save” is successful, the Trail date and time, user ID, the function ID, school year and class level will be logged in the audit trail.

📖 Notes

1. If the field “Enabled” is unchecked, all Student Internet Access fields will be dimmed but the value of the editable fields in the screen will not be cleared.
2. If the field “Enabled” is checked, all Student Internet Access fields will be enabled and allowed to update.
3. For the fields “To display NSS Mathematics Subject Overall Score” and “NSS Subject Component to be displayed”, they are only available for NSS class level only. (i.e. 2009 S4, 2010 S4 or S5, >= 2011 S4, S5 or S6). Otherwise, the fields will be hidden. NSS Subject is not listed in “NSS Subject Component to be displayed” if that subject is included in Subject Grouping. Subject Grouping is listed in “NSS Subject Component to be displayed” if that Subject Grouping contains NSS Subject and has no subject component.
4. The setting of the format of academic performance is applied to all user groups.

2.1.4 Subject Grouping

List / Delete Subject Grouping

📖 Function Description

User can review or delete existing subject grouping record.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[SLP → Setup → Subject Grouping]** on the left menu.
2. A list of all existing subject grouping with details is shown.

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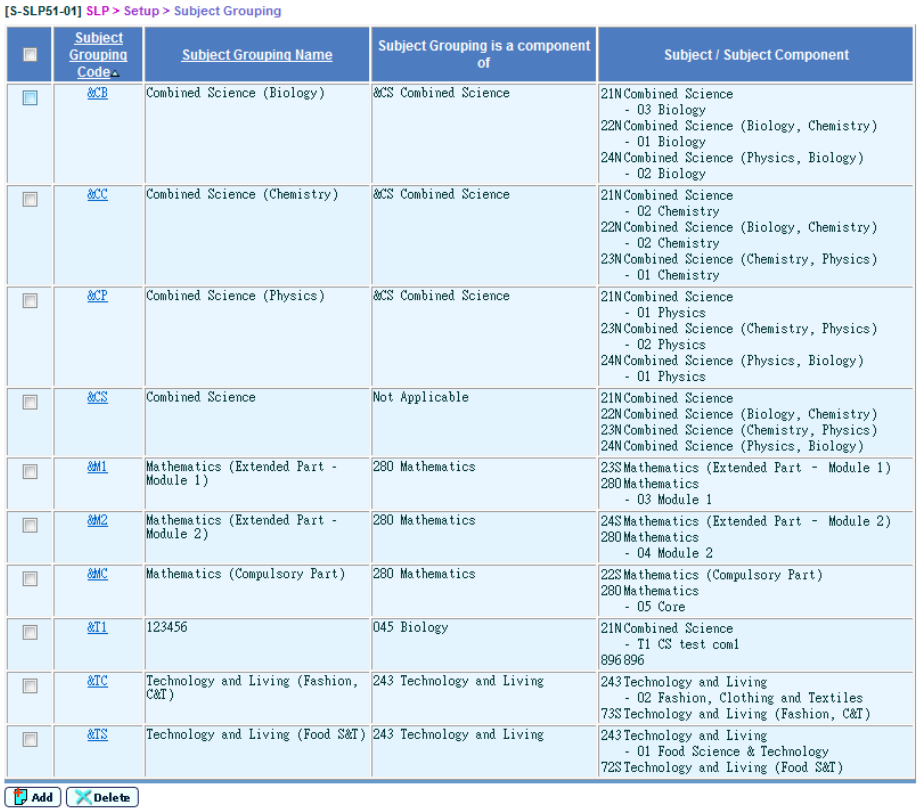

[S-SLP51-01] SLP > Setup > Subject Grouping

	Subject Grouping Code	Subject Grouping Name	Subject Grouping is a component of	Subject / Subject Component
	&CB	Combined Science (Biology)	&CS Combined Science	21N Combined Science - 03 Biology 22N Combined Science (Biology, Chemistry) - 01 Biology 24N Combined Science (Physics, Biology) - 02 Biology
	&CC	Combined Science (Chemistry)	&CS Combined Science	21N Combined Science - 02 Chemistry 22N Combined Science (Biology, Chemistry) - 02 Chemistry 23N Combined Science (Chemistry, Physics) - 01 Chemistry
	&CP	Combined Science (Physics)	&CS Combined Science	21N Combined Science - 01 Physics 23N Combined Science (Chemistry, Physics) - 02 Physics 24N Combined Science (Physics, Biology) - 01 Physics
	&CS	Combined Science	Not Applicable	21N Combined Science 22N Combined Science (Biology, Chemistry) 23N Combined Science (Chemistry, Physics) 24N Combined Science (Physics, Biology)
	&M1	Mathematics (Extended Part - Module 1)	280 Mathematics	23S Mathematics (Extended Part - Module 1) 280 Mathematics - 03 Module 1
	&M2	Mathematics (Extended Part - Module 2)	280 Mathematics	24S Mathematics (Extended Part - Module 2) 280 Mathematics - 04 Module 2
	&MC	Mathematics (Compulsory Part)	280 Mathematics	22S Mathematics (Compulsory Part) 280 Mathematics - 05 Core
	&T1	123456	045 Biology	21N Combined Science - T1 CS test com1 896 896
	&TC	Technology and Living (Fashion, C&T)	243 Technology and Living	243 Technology and Living - 02 Fashion, Clothing and Textiles 73S Technology and Living (Fashion, C&T)
	&TS	Technology and Living (Food S&T)	243 Technology and Living	243 Technology and Living - 01 Food Science & Technology 72S Technology and Living (Food S&T)

Add Delete

3. Default sorting of subject grouping list is order by subject grouping code in ascending order. User can click on the header to change the sorting order.
4. Click the checkbox at the beginning of each subject grouping and click **[Delete]** button to delete the selected subject grouping.

📖 Post-effects

After deletion, subject grouping, enquiry setup and print sequence maintained for subject grouping are removed.

📖 Notes

1. Subject grouping applies to records in all school years.
2. If subject grouping is associated with subject mapping record of current school year in Gen Academic Performance Info, the subject grouping cannot be deleted. User needs to remove the related subject mapping record in Gen Academic Performance Info first.
3. If any subject grouping is component of subject grouping to be deleted, the deletion will be failed.

Add Subject Grouping

📖 Function Description

User can add new subject grouping.

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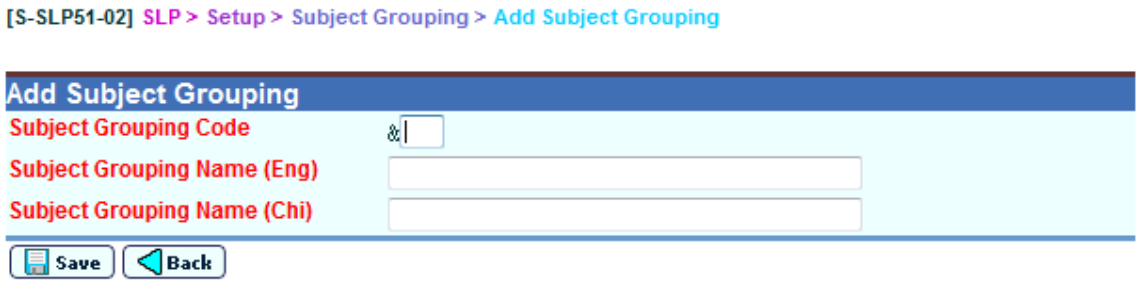
📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[SLP]** → **[Setup]** → **[Subject Grouping]** on the left menu.
2. Click **[Add]** button.



3. User fill in the fields and click **[Save]** button to create a new subject grouping.

📖 Post-effects

A new subject grouping will be added.

📖 Notes

1. User must input 2 digits alphanumeric for subject grouping code which is unique within school. Subject grouping code cannot be changed after creation.
2. Subject Grouping Name (Eng) cannot be blank and only allows single-byte characters.
3. Subject Grouping Name (Chi) cannot be blank.

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Maintain Subject Grouping

Function Description

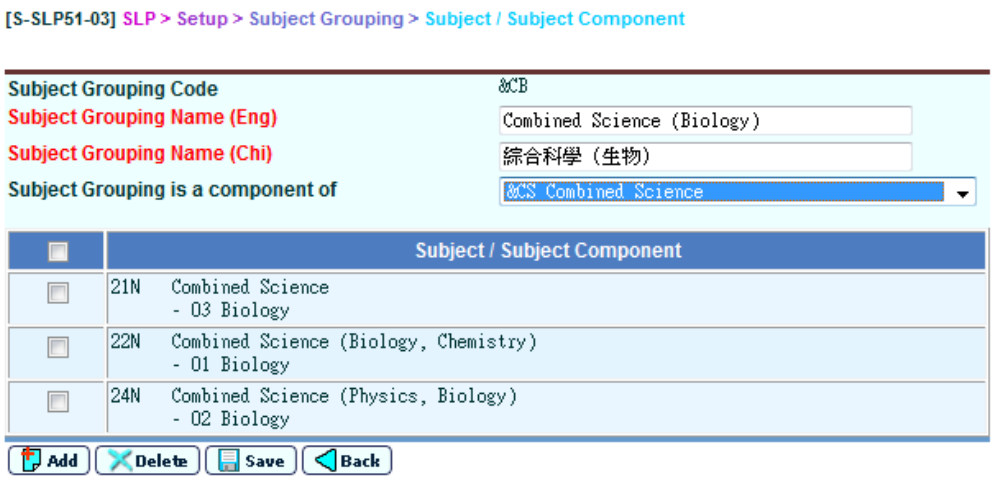
User can maintain existing subject grouping.

Pre-requisites

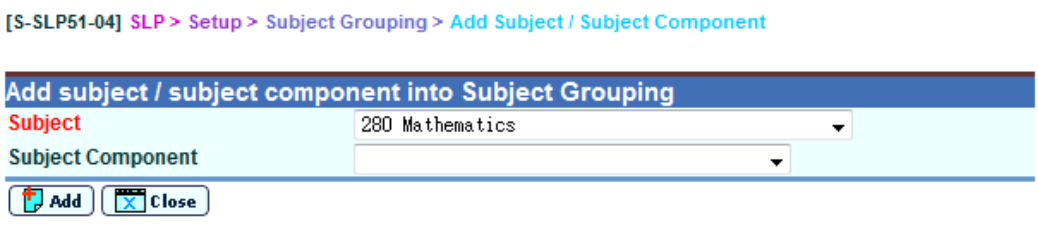
N/A

User Procedures

1. Click **[SLP]** → **[Setup]** → **[Subject Grouping]** on the left menu
2. Click the link on subject grouping code. Details of subject grouping will be shown.



3. User can update the following items:
   - Subject Grouping Name (Eng)
   - Subject Grouping Name (Chi)
   - Subject Grouping is a component of
   - Subject/ Subject Component
4. Click **[Save]** button to save changes on “Subject Grouping Name (Eng)”, “Subject Grouping Name (Chi)” and “Subject Grouping is a component of”.
5. Click the checkbox of each subject / subject component. Then click **[Delete]** button to delete selected subject / subject component and save “Subject Grouping is a component of”.
6. Click **[Add]** button and a pop-up window for selection of active subject / subject component will be shown.


[S-SLP51-04] SLP > Setup > Subject Grouping > Add Subject / Subject Component
Add subject / subject component into Subject Grouping
Subject
280 Mathematics
Subject Component
Add
Close

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7. User selects subject or subject component and clicks **[Add]** button, “Subject Grouping is a component of” will be saved together with newly added subject or subject component.

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📖 Post-effects

N/A

📖 Notes

1. Each subject / subject component could be added once among all subject grouping(s). A student should study one of the subject / subject component in a subject grouping in the same school year.
2. Subject and subject component of that subject are treated as different items and could be added into any subject grouping including the same subject grouping.
3. User can group the following combinations of subject and subject component into a subject grouping:
   - Subject + Subject
   - Subject Component + Subject Component
   - Subject + Subject Component
4. “Subject Grouping is a component of” is set only when a subject grouping contains any subject component(s). It can be a subject which has not been added into any subject grouping; or a subject grouping which contains no subject component.
5. No subject component is allowed to be added into a subject grouping which is set as “Subject Grouping is a component of” of other subject grouping.
6. Subject cannot be added into a subject grouping when the subject is set as “Subject Grouping is a component of” of any subject grouping.

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2.2 Maintenance

2.2.1 Data Entry

Key Projects

📖 Function Description

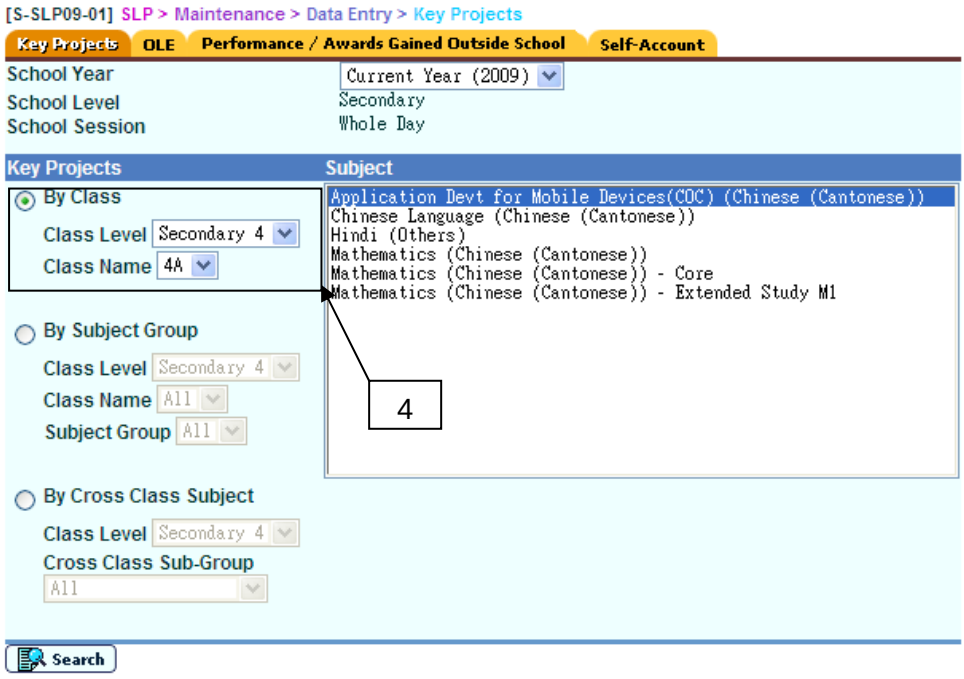
User can maintain the Name of Project / Extension Activities / Programmes data by Subject or Subject Components (for NSS subject only) for the students.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[SLP]** → **[Maintenance]** → **[Data Entry]** on the left menu.
2. Click the **Key Projects** tab.
3. Select the search criteria in the drop-down list box.
4. To search the class subject(s) for input of Key Projects,
    I. Select **By Class** radio button
    II. Select **Subject/Component** from the list box
    III. Click **[Search]** button.
    IV. Enter or amend the key projects in the text box for each student for class subject.



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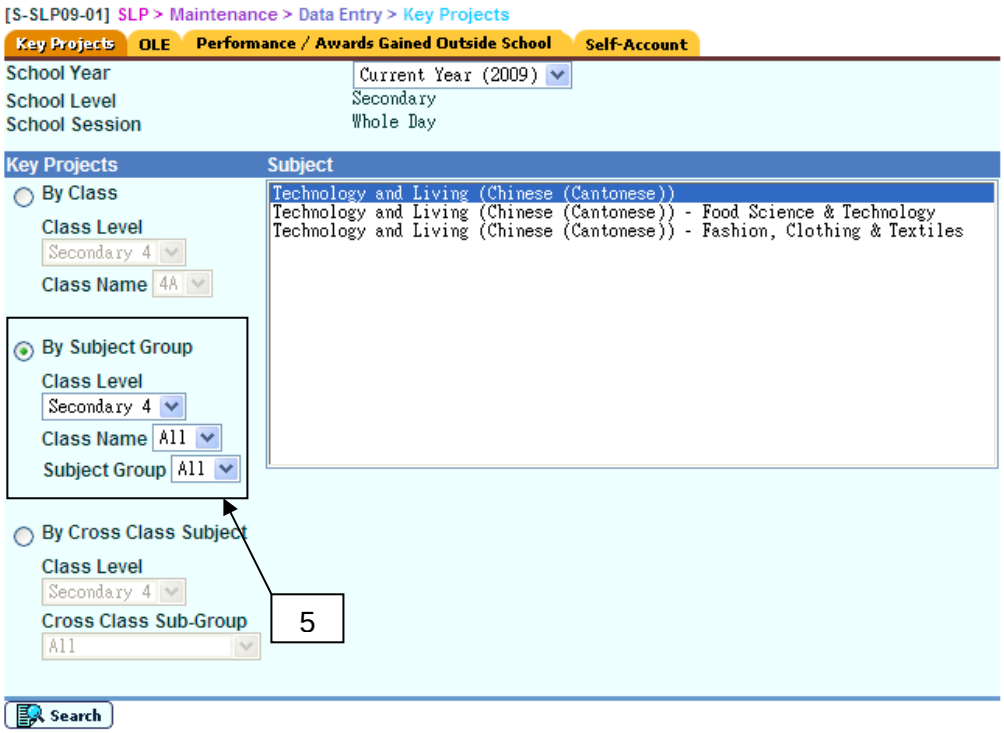
5. To search the subject group subject(s) for input of Key Projects,
    I. Select **By Subject Group** radio button
    II. Select Subject Group
    III. Select **Subject/Component** from the list box
    IV. Click **[Search]** button.
    V. Enter or amend the key projects in the text box for each student.



6. To search the cross class subject(s) for input of Key Projects,
    I. Select **By Cross Class Subject** radio button
    II. Select Cross Class Sub - Group
    III. Select **Subject/Component** from the list box
    IV. Click **[Search]** button.
    V. Enter or amend the key projects in the text box for each student.

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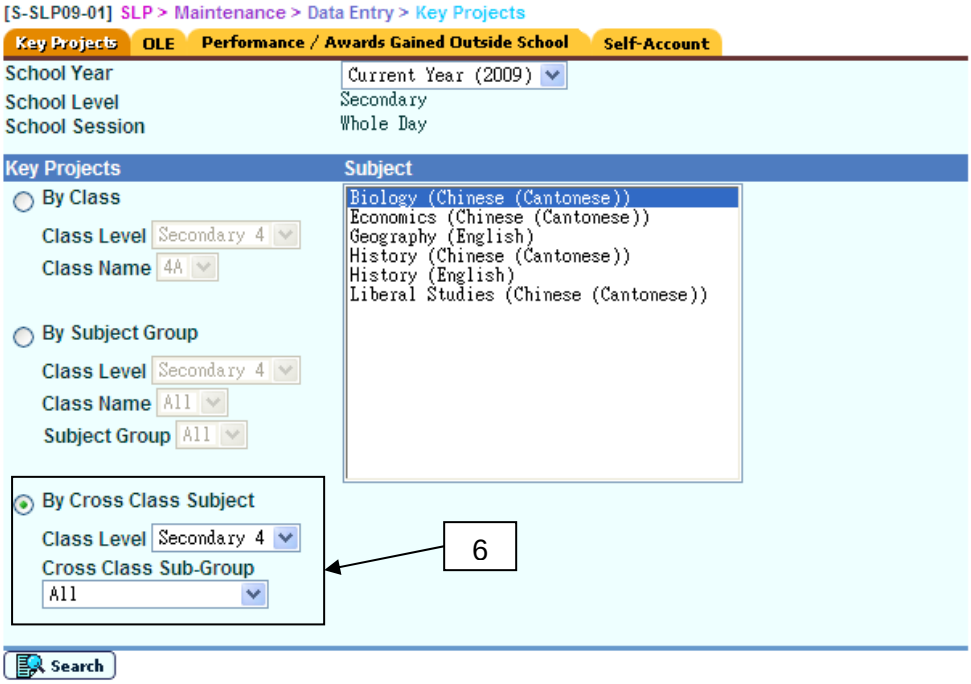
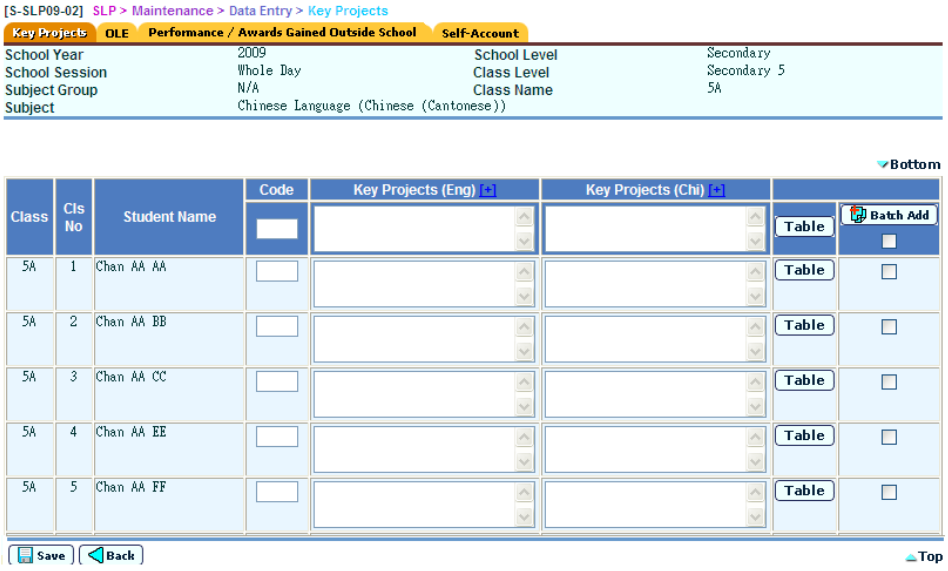
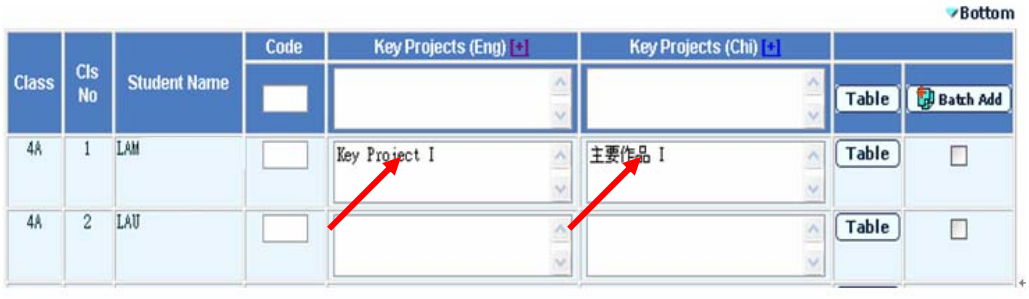


7. A list of students with Key Projects is shown.



8. Fill in Key projects by inputting free text / Click the Table button beside the Key Projects (Chi) column.

   i. Fill in by **free text**:



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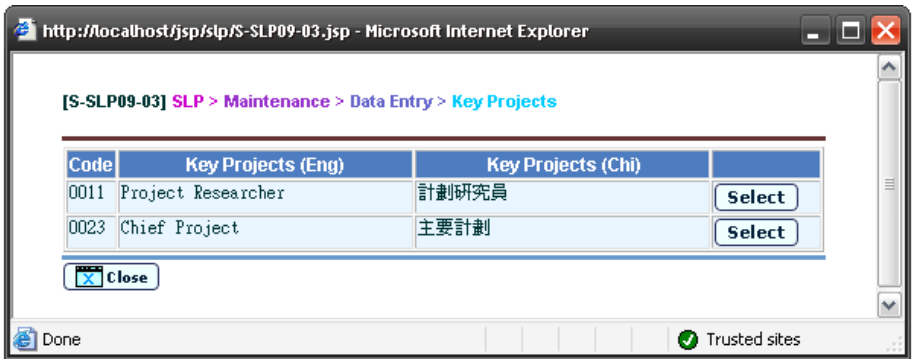
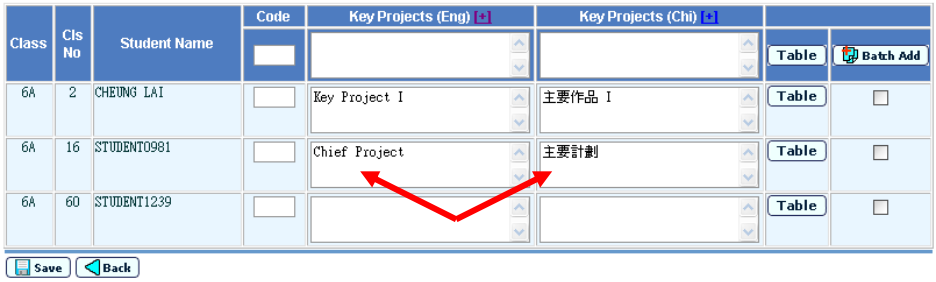
ii. Fill in by **select Code Table**.

a. Click the Table button beside the Key Projects (Chi) column, a pop-up window will be shown.



b. Then click the **[Select]** button to fill in the text box.



iii. Fill in the content by using **Batch Add button**.

a. Fill in the text box of the first column.

b. Check checkbox for each record.

c. Click the **[Batch Add]** button.

d. Click the **[Save]** button to save the Key Projects.

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📖 Post-effects

N/A

📖 Notes

1. Key projects selected from Code Table will be recorded as plain text in student's record. If the entry in the Code Table is changed, the content previously saved in student's record will remain unchanged.
2. User can enter at most 500 characters for both fields of "Key Projects (Eng)" and "Key Projects (Chi)" for each student's record.

Other Learning Experience

Add OLE record by batch

📖 Function Description

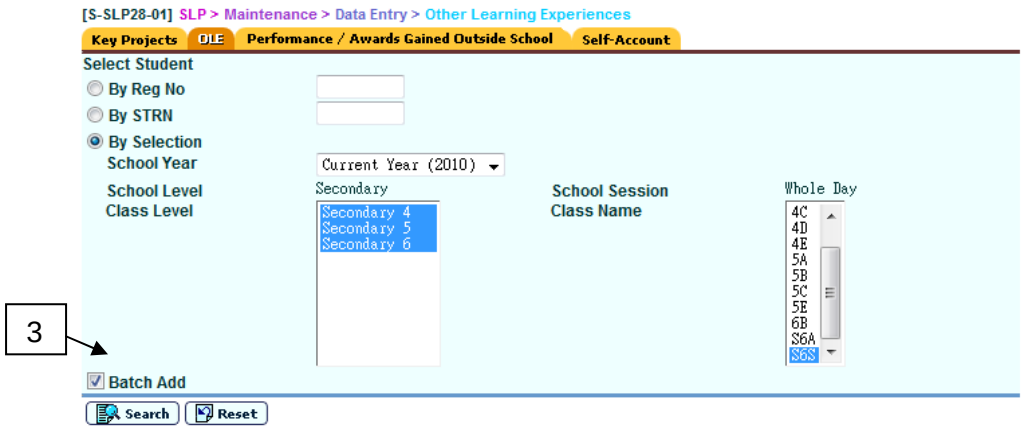
User can add the Other Learning Experience data in batch.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[SLP]** → **[Maintenance]** → **[Data Entry]** on the left menu.
2. Click the **OLE** tab.
3. Select **[By Selection]**, select **school years**, **class level(s)** and **class name(s)**, and tick **[Batch Add]**.



4. Click the **[Search]** button to search for students.
5. Click on the **Eng Name** of the student from the search results to add OLE record to a particular student.
6. Select students by ticking the checkbox on the left and click **[Add]**.

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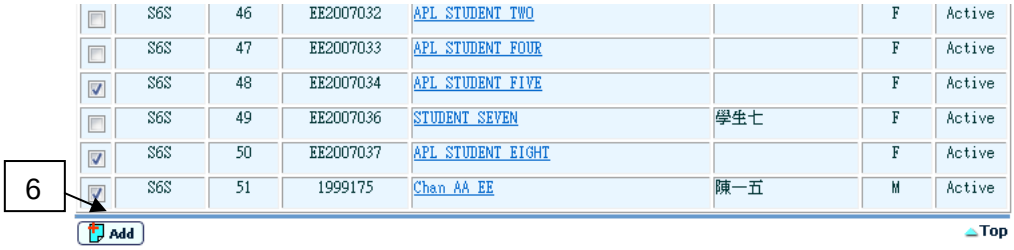
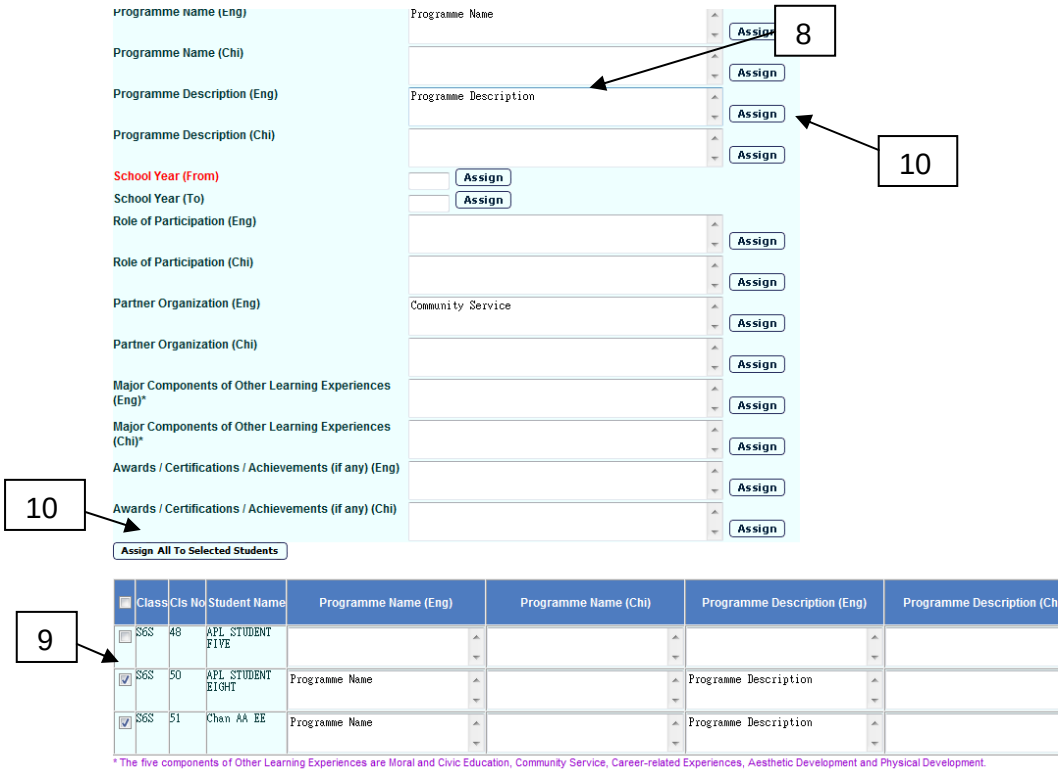
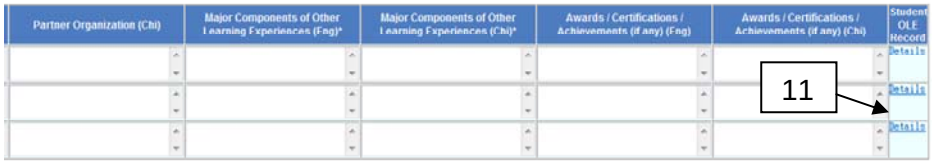

S6S 46 EE2007032 APL STUDENT TWO F Active
S6S 47 EE2007033 APL STUDENT FOUR F Active
S6S 48 EE2007034 APL STUDENT FIVE F Active
S6S 49 EE2007036 STUDENT SEVEN 學生七 F Active
S6S 50 EE2007037 APL STUDENT EIGHT F Active
S6S 51 1999175 Chan AA EE 陳一五 M Active
6
Add
Top

7. A page for adding new OLE record for the students selected is shown.
8. Fill in the fields at top of the page.
9. Select students.
10. Click **[Assign]** besides the field to assign that field to selected students, or click **[Assign All To Selected Students]** to assign all the fields to selected students.


Programme Name (Eng)
Programme Name
Programme Name (Chi)
Programme Description (Eng)
Programme Description
Programme Description (Chi)
School Year (From)
School Year (To)
Role of Participation (Eng)
Role of Participation (Chi)
Partner Organization (Eng)
Community Service
Partner Organization (Chi)
Major Components of Other Learning Experiences (Eng)*
Major Components of Other Learning Experiences (Chi)*
Awards / Certifications / Achievements (if any) (Eng)
Awards / Certifications / Achievements (if any) (Chi)
Assign
Assign All To Selected Students
8
10
10
9
Class Cls No Student Name Programme Name (Eng) Programme Name (Chi) Programme Description (Eng) Programme Description (Ch
S6S 48 APL STUDENT FIVE
S6S 50 APL STUDENT EIGHT Programme Name Programme Description
S6S 51 Chan AA EE Programme Name Programme Description
* The five components of Other Learning Experiences are Moral and Civic Education, Community Service, Career-related Experiences, Aesthetic Development and Physical Development.

11. Click **[Details]** at right side of that student for viewing his/her existing OLE records.


Partner Organization (Chi)
Major Components of Other Learning Experiences (Eng)*
Major Components of Other Learning Experiences (Chi)*
Awards / Certifications / Achievements (if any) (Eng)
Awards / Certifications / Achievements (if any) (Chi)
Student OLE Record
Details
Details
Details
11

12. Click **[Clear]** to clear selected students' OLE data.
13. Click **[Save]** to save selected students' OLE record.
14. Click **[Add]** to start adding new OLE record for the selected students again.

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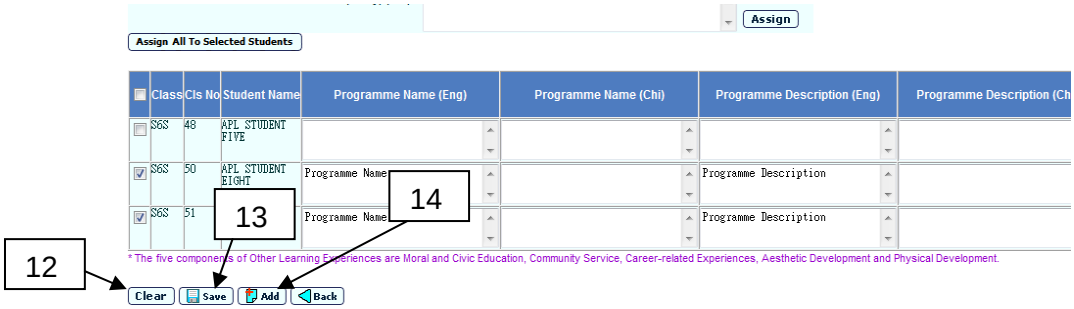

Post-effects

N/A

Notes

1. At least one of the Programme Name (Eng / Chi) must be filled for all selected students.
2. At least one of the Programme Description (Eng / Chi) must be filled for all selected students.
3. At least one of the Role of Participation (Eng / Chi) must be filled for all selected students.
4. At least one of the Major Components of Other Learning Experiences (Eng / Chi) must be filled for all selected students.
5. The school year (From) cannot be empty for all selected students.
6. The school year should be numeric and in 4 digits for all selected students.
7. If the school year (To) is not empty, the school year (To) cannot be earlier than the school year (From) for all selected students.
8. The record cannot be duplicated to the existing record for each of the selected students. All the following fields cannot be duplicated:
    i. Programme Name (Eng)
    ii. Programme Name (Chi)
    iii. Programme Description (Eng)
    iv. Programme Description (Chi)
    v. School Year (From)
    vi. School Year (To)
    vii. Role of Participation (Eng)
    viii. Role of Participation (Chi)
    ix. Partner Organization (Eng)
    x. Partner Organization (Chi)
    xi. Major Components of Other Learning Experiences (Eng)
    xii. Major Components of Other Learning Experiences (Chi)
    xiii. Awards/Certifications/Achievements** (if any) (Eng)
    xiv. Awards/Certifications/Achievements ** (if any) (Chi)

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Add OLE record

📖 Function Description

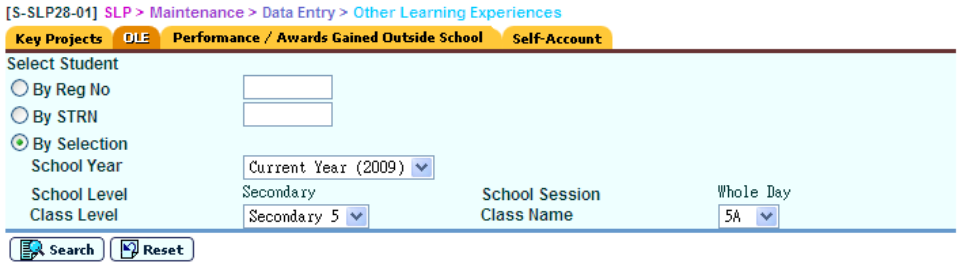
User can add the Other Learning Experience data.

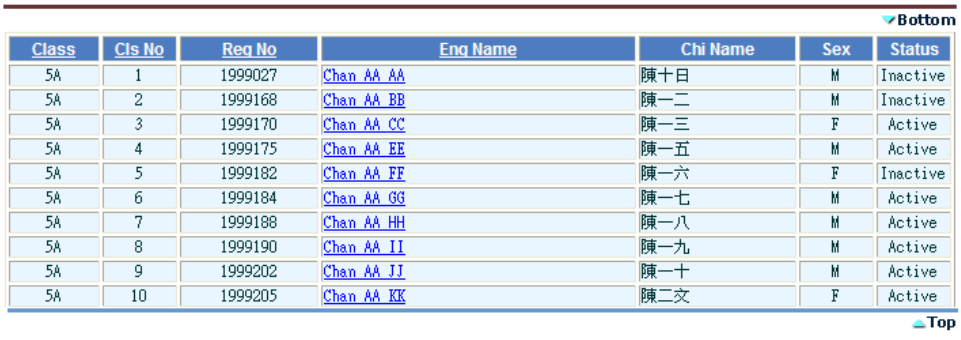
📖 Pre-requisites

N/A

User Procedures

1. Click **[SLP]** → **[Maintenance]** → **[Data Entry]** on the left menu.
2. Click the **OLE** tab.
3. Fill in the search criteria.
4. Click the **[Search]** button to search for a particular student.
5. Click on the **Eng Name** of the student from the search results to view the student's OLE record.
6. All records from SLP module for the student will be listed out.





Class	Cls No	Reg No	Eng Name	Chi Name	Sex	Status
5A	1	1999027	Chan AA AA	陳十日	M	Inactive
5A	2	1999168	Chan AA BB	陳一二	M	Inactive
5A	3	1999170	Chan AA CC	陳一三	F	Active
5A	4	1999175	Chan AA EE	陳一五	M	Active
5A	5	1999182	Chan AA FF	陳一六	F	Inactive
5A	6	1999184	Chan AA GG	陳一七	M	Active
5A	7	1999188	Chan AA HH	陳一八	M	Active
5A	8	1999190	Chan AA II	陳一九	M	Active
5A	9	1999202	Chan AA JJ	陳一十	M	Active
5A	10	1999205	Chan AA KK	陳二交	F	Active

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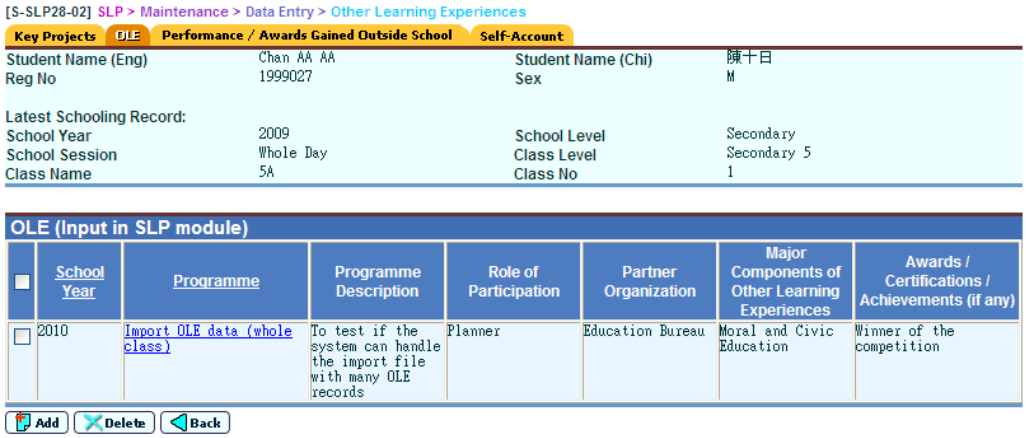
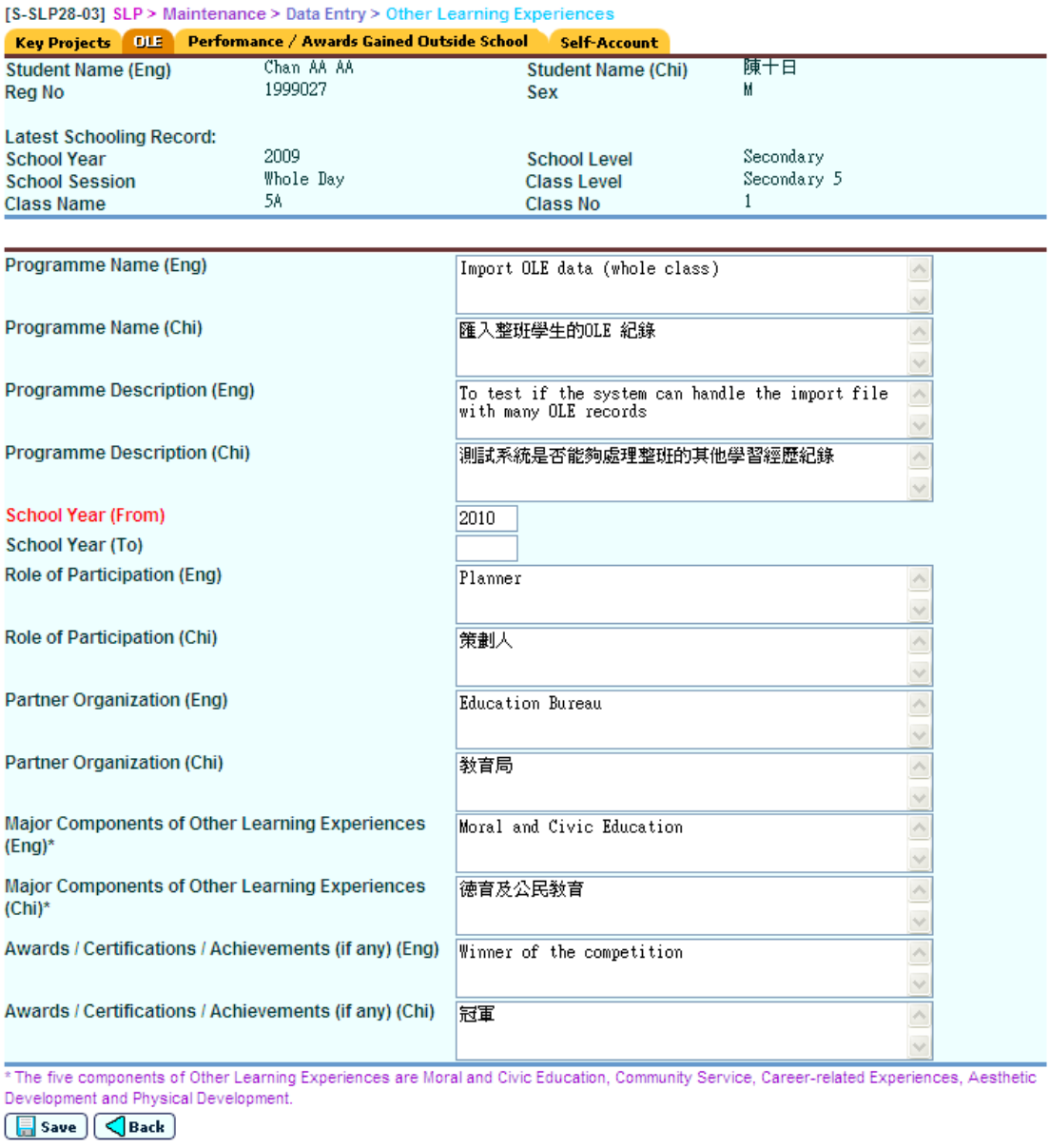


7. Click **[Add]** button to assign a new OLE record to the student.
8. Fill in information of the new record and click **[Save]** button.


[S-SLP28-03] SLP > Maintenance > Data Entry > Other Learning Experiences
Key Projects
OLE
Performance / Awards Gained Outside School
Self-Account
Student Name (Eng) Chan AA AA
Reg No 1999027
Student Name (Chi) 陳十日
Sex M
Latest Schooling Record:
School Year 2009
School Session Whole Day
Class Name 5A
School Level Secondary
Class Level Secondary 5
Class No 1
Programme Name (Eng) Import OLE data (whole class)
Programme Name (Chi) 匯入整班學生的OLE 紀錄
Programme Description (Eng) To test if the system can handle the import file with many OLE records
Programme Description (Chi) 測試系統是否能夠處理整班的其他學習經歷紀錄
School Year (From) 2010
School Year (To)
Role of Participation (Eng) Planner
Role of Participation (Chi) 策劃人
Partner Organization (Eng) Education Bureau
Partner Organization (Chi) 教育局
Major Components of Other Learning Experiences (Eng)* Moral and Civic Education
Major Components of Other Learning Experiences (Chi)* 德育及公民教育
Awards / Certifications / Achievements (if any) (Eng) Winner of the competition
Awards / Certifications / Achievements (if any) (Chi) 冠軍
* The five components of Other Learning Experiences are Moral and Civic Education, Community Service, Career-related Experiences, Aesthetic Development and Physical Development.
Save
Back

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🕮 Post-effects

N/A

🕮 Notes

1. At least one of the Programme Name (Eng / Chi) must be filled.
2. At least one of the Programme Description (Eng / Chi) must be filled.
3. At least one of the Role of Participation (Eng / Chi) must be filled.
4. At least one of the Major Components of Other Learning Experiences (Eng / Chi) must be filled.
5. The school year (From) cannot be empty.
6. The school year should be numeric and in 4 digits.
7. If the school year (To) is not empty, the school year (To) cannot be earlier than the school year (From).
8. The record cannot be duplicated to the existing record. All the following fields cannot be duplicated:
   i. Programme Name (Eng)
   ii. Programme Name (Chi)
   iii. Programme Description (Eng)
   iv. Programme Description (Chi)
   v. School Year (From)
   vi. School Year (To)
   vii. Role of Participation (Eng)
   viii. Role of Participation (Chi)
   ix. Partner Organization (Eng)
   x. Partner Organization (Chi)
   xi. Major Components of Other Learning Experiences (Eng)
   xii. Major Components of Other Learning Experiences (Chi)
   xiii. Awards/Certifications/Achievements** (if any) (Eng)
   xiv. Awards/Certifications/Achievements ** (if any) (Chi)

Edit Other Learning Experience record

🕮 Function Description

User can edit the OLE data.

🕮 Pre-requisites

N/A

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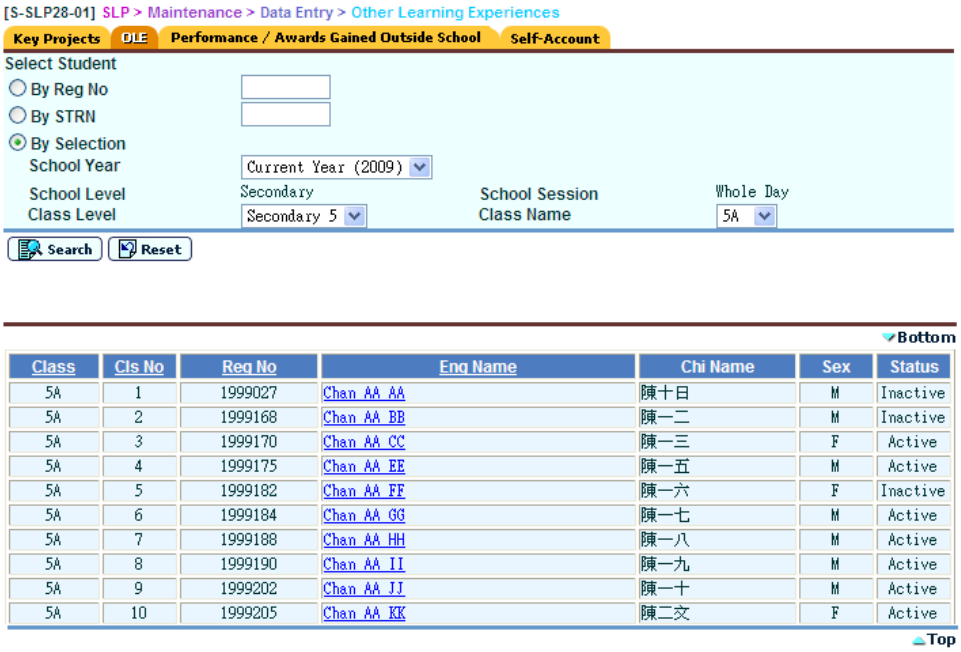
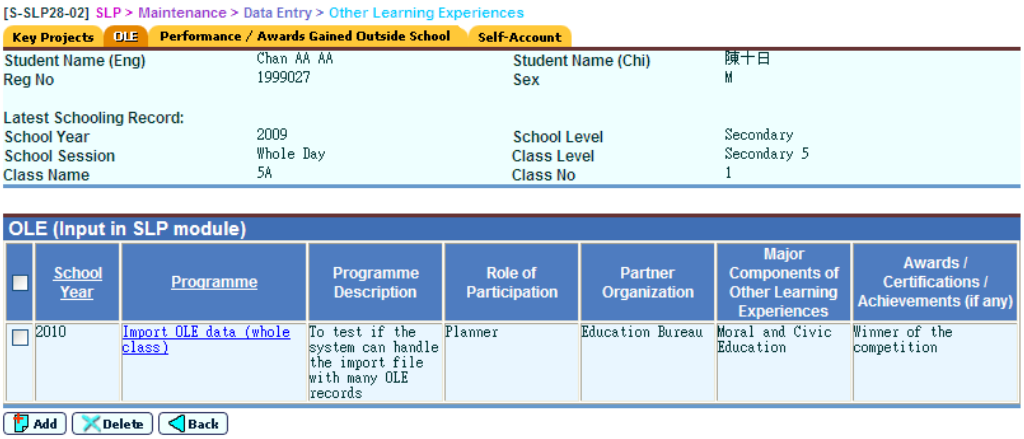
User Procedures

1. Click **[SLP]** → **[Maintenance]** → **[Data Entry]** on the left menu.
2. Click the **OLE** tab.
3. Fill in the search criteria.
4. Click the **[Search]** button to search for a particular student.
5. Click on the **Eng Name** of a student from the search results to view the student's OLE record from SLP module.
6. All OLE records from SLP module for the student will be listed out.





7. Click the programme name to edit the OLE record of the student.
8. Edit the information of the selected record and click **[Save]** button.

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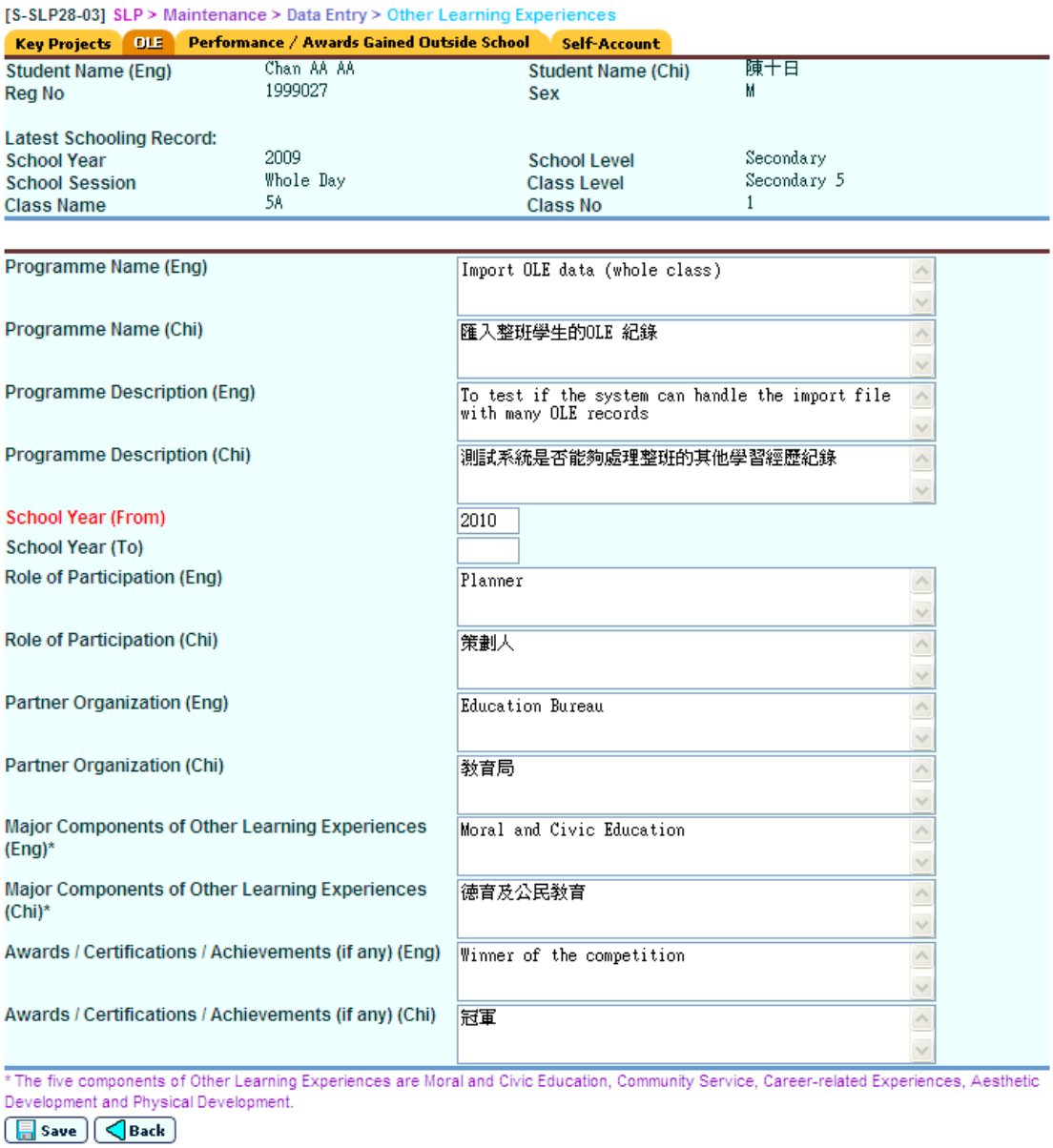
[S-SLP28-03] SLP > Maintenance > Data Entry > Other Learning Experiences
Key Projects
OLE
Performance / Awards Gained Outside School
Self-Account
Student Name (Eng) Chan AA AA
Student Name (Chi) 陳十日
Reg No 1999027
Sex M
Latest Schooling Record:
School Year 2009
School Level Secondary
School Session Whole Day
Class Level Secondary 5
Class Name 5A
Class No 1
Programme Name (Eng) Import OLE data (whole class)
Programme Name (Chi) 匯入整班學生的OLE 紀錄
Programme Description (Eng) To test if the system can handle the import file with many OLE records
Programme Description (Chi) 測試系統是否能夠處理整班的其他學習經歷紀錄
School Year (From) 2010
School Year (To)
Role of Participation (Eng) Planner
Role of Participation (Chi) 策劃人
Partner Organization (Eng) Education Bureau
Partner Organization (Chi) 教育局
Major Components of Other Learning Experiences (Eng)* Moral and Civic Education
Major Components of Other Learning Experiences (Chi)* 德育及公民教育
Awards / Certifications / Achievements (if any) (Eng) Winner of the competition
Awards / Certifications / Achievements (if any) (Chi) 冠軍
* The five components of Other Learning Experiences are Moral and Civic Education, Community Service, Career-related Experiences, Aesthetic Development and Physical Development.
Save
Back

📖 Post-effects

N/A

📖 Notes

N/A

Delete Other Learning Experience record

📖 Function Description

User can delete the OLE data.

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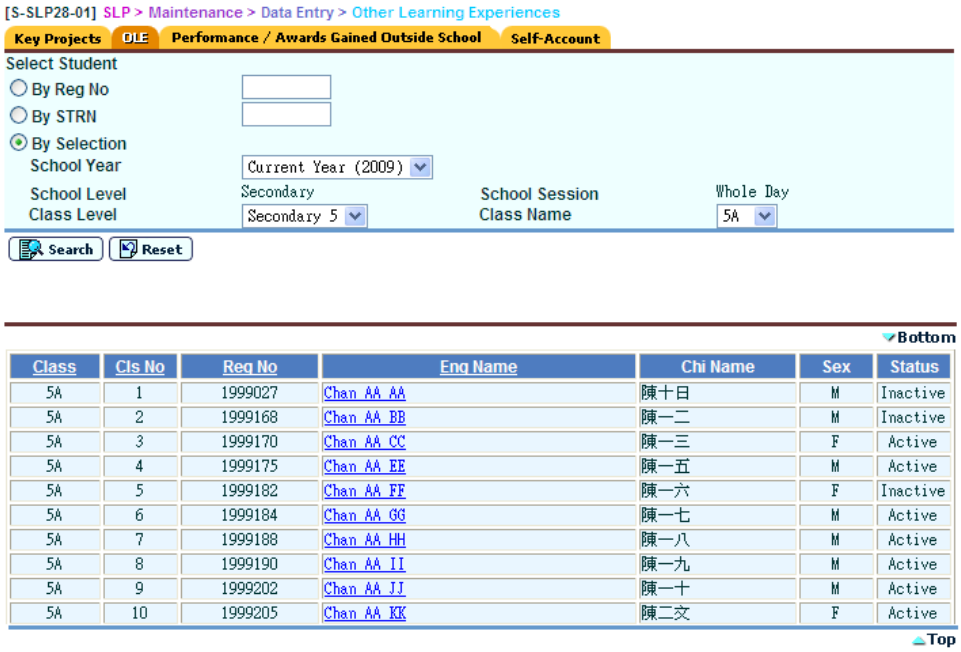
Pre-requisites

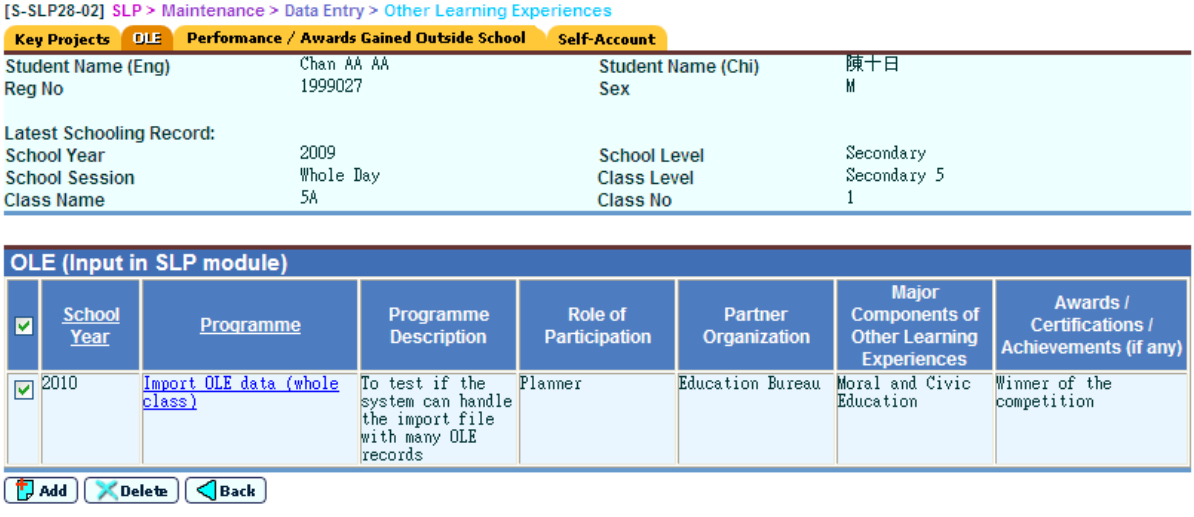
N/A

User Procedures

1. Click **[SLP]** → **[Maintenance]** → **[Data Entry]** on the left menu.
2. Click the **OLE** tab.
3. Fill in the search criteria.
4. Click the **[Search]** button to search for a particular student.
5. Click on the **Eng Name** of a student from the search results to view the student's OLE record from SLP module.
6. All OLE records from SLP module for the student will be listed out.


[S-SLP28-01] SLP > Maintenance > Data Entry > Other Learning Experiences
Key Projects
OLE
Performance / Awards Gained Outside School
Self-Account
Select Student
By Reg No
By STRN
By Selection
School Year
Current Year (2009)
School Level
Secondary
School Session
Whole Day
Class Level
Secondary 5
Class Name
5A
Search
Reset
Bottom
Class | Cls No | Reg No | Eng Name | Chi Name | Sex | Status
5A | 1 | 1999027 | Chan AA AA | 陳十日 | M | Inactive
5A | 2 | 1999168 | Chan AA BB | 陳一二 | M | Inactive
5A | 3 | 1999170 | Chan AA CC | 陳一三 | F | Active
5A | 4 | 1999175 | Chan AA EE | 陳一五 | M | Active
5A | 5 | 1999182 | Chan AA FF | 陳一六 | F | Inactive
5A | 6 | 1999184 | Chan AA GG | 陳一七 | M | Active
5A | 7 | 1999188 | Chan AA HH | 陳一八 | M | Active
5A | 8 | 1999190 | Chan AA II | 陳一九 | M | Active
5A | 9 | 1999202 | Chan AA JJ | 陳一十 | M | Active
5A | 10 | 1999205 | Chan AA KK | 陳二交 | F | Active
Top

7. Check the checkbox beside the Programme column to delete the record.


[S-SLP28-02] SLP > Maintenance > Data Entry > Other Learning Experiences
Key Projects
OLE
Performance / Awards Gained Outside School
Self-Account
Student Name (Eng)
Chan AA AA
Student Name (Chi)
陳十日
Reg No
1999027
Sex
M
Latest Schooling Record:
School Year
2009
School Level
Secondary
School Session
Whole Day
Class Level
Secondary 5
Class Name
5A
Class No
1
OLE (Input in SLP module)
School Year | Programme | Programme Description | Role of Participation | Partner Organization | Major Components of Other Learning Experiences | Awards / Certifications / Achievements (if any)
2010 | Import OLE data (whole class) | To test if the system can handle the import file with many OLE records | Planner | Education Bureau | Moral and Civic Education | Winner of the competition
Add
Delete
Back

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8. Click **[Delete]** button to confirm the operation.

📖 Post-effects

N/A

📖 Notes

N/A

Performance / Awards Gained Outside School

Add Performance / Awards Gained Outside School record

📖 Function Description

User can add the Performance / Awards Gained Outside School data.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[SLP]** → **[Maintenance]** → **[Data Entry]** on the left menu.
2. Click the **Performance / Awards Gained Outside School** tab.
3. Fill in the search criteria.
4. Click the **[Search]** button to search for a particular student.
5. Click on the **Eng Name** of the student from the search results to view the student's Performance / Awards Gained Outside School record.
6. All Performance / Awards Gained Outside School records for the student will be listed out.

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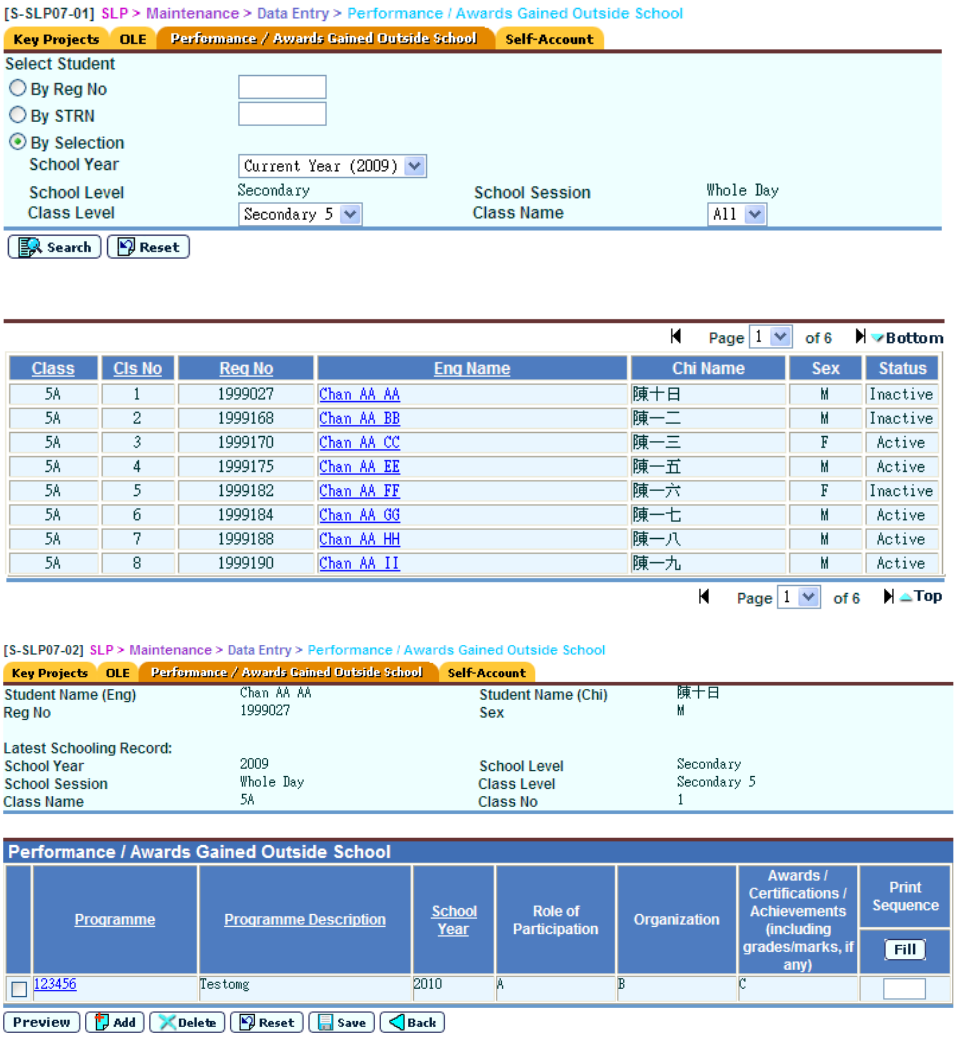

7. Click **[Add]** button to assign a new Performance / Awards Gained Outside School record to the student.
8. Fill in information of the new record and click **[Save]** button.

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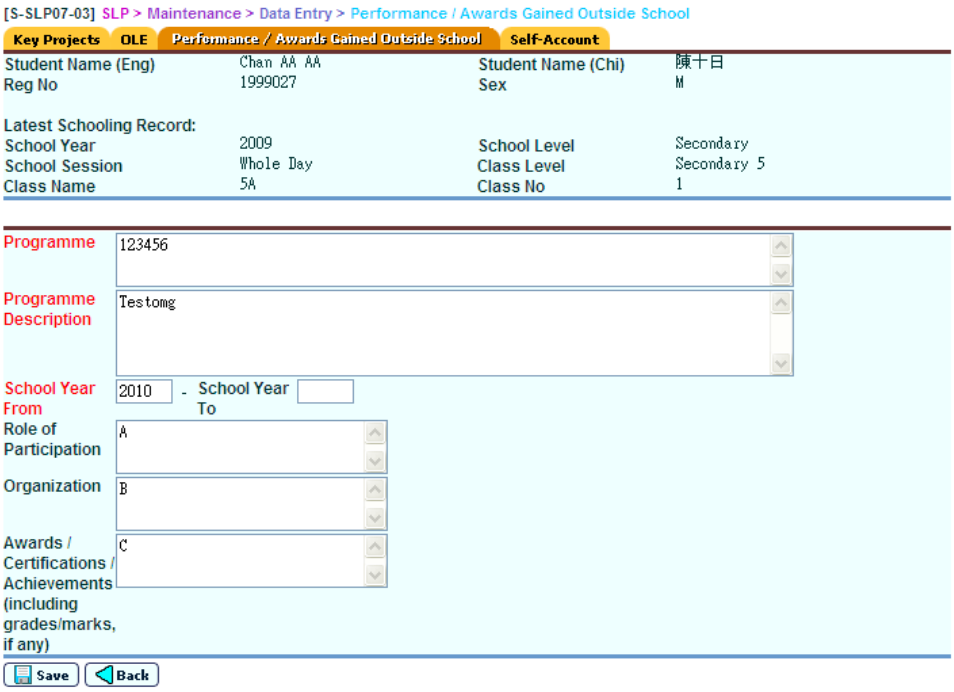

📖 Post-effects

N/A

📖 Notes

1. The fields of “Programme”, “Programme Description” and “School Year” are the mandatory fields that user must input the data to have the record successfully saved.
2. User is allowed to enter 256 characters for the “Programme field” and 1000 characters for the field of “Programme Description”.
3. For the fields of “Role of Participation”, “Organization” and “Award / Certifications / Achievements”, user is allowed to enter 100 characters.
4. The record cannot be duplicated to the existing record. All the following fields cannot be duplicated:
    i. Programme
    ii. Programme Description
    iii. School Year (From)
    iv. School Year (To)
    v. Role of Participation
    vi. Organization
    vii. Awards/Certifications/Achievements (including grades/marks if any)

Edit Performance / Awards Gained Outside School record

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Function Description

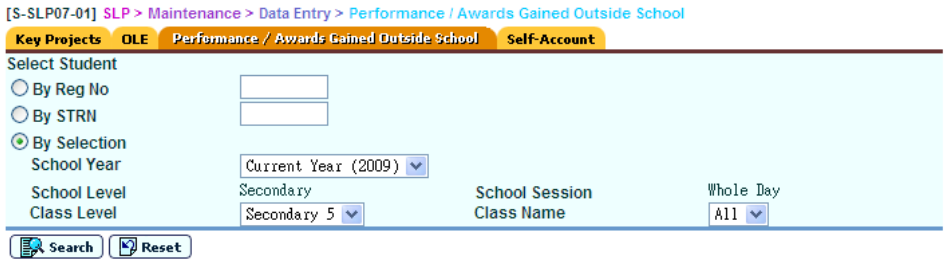
User can edit the Performance / Awards Gained Outside School data.

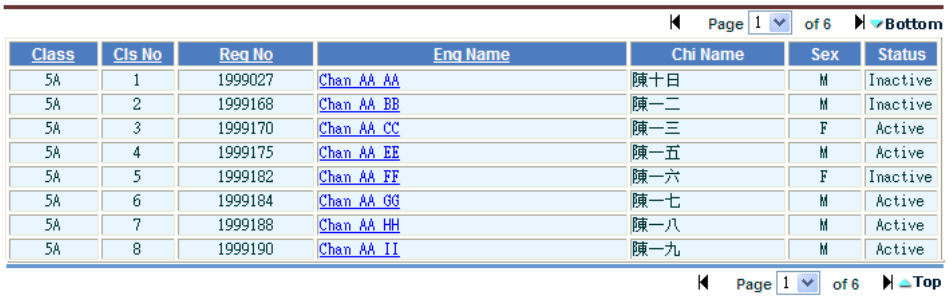
Pre-requisites

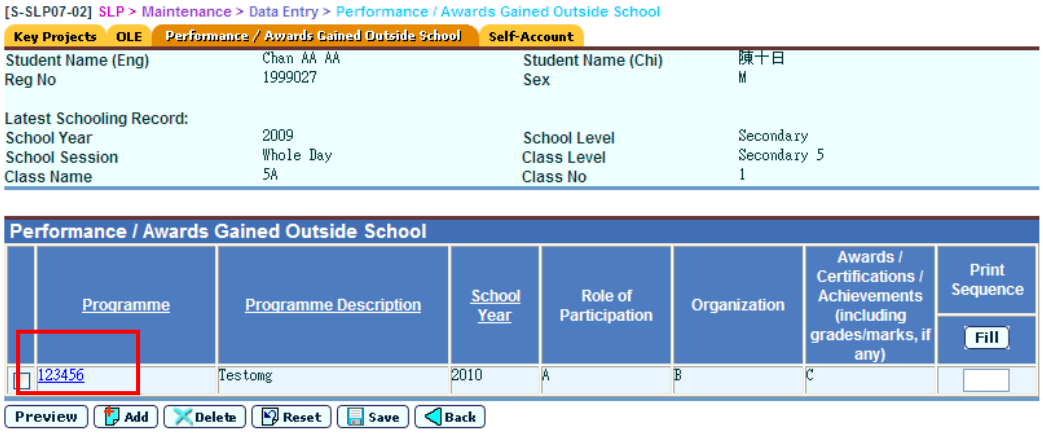
N/A

User Procedures

1. Click **[SLP]** → **[Maintenance]** → **[Data Entry]** on the left menu.
2. Click the **Performance / Awards Gained Outside School** tab.
3. Fill in the search criteria.
4. Click the **[Search]** button to search for a particular student.
5. Click on the **Eng Name** of a student from the search results to view the student's Performance / Awards Gained Outside School record.
6. All Performance / Awards Gained Outside School records for the student will be listed out.




Page 1 of 6 Bottom
Class | Cls No | Reg No | Eng Name | Chi Name | Sex | Status
5A | 1 | 1999027 | Chan AA AA | 陳十日 | M | Inactive
5A | 2 | 1999168 | Chan AA BB | 陳一二 | M | Inactive
5A | 3 | 1999170 | Chan AA CC | 陳一三 | F | Active
5A | 4 | 1999175 | Chan AA EE | 陳一五 | M | Active
5A | 5 | 1999182 | Chan AA FF | 陳一六 | F | Inactive
5A | 6 | 1999184 | Chan AA GG | 陳一七 | M | Active
5A | 7 | 1999188 | Chan AA HH | 陳一八 | M | Active
5A | 8 | 1999190 | Chan AA II | 陳一九 | M | Active
Page 1 of 6 Top



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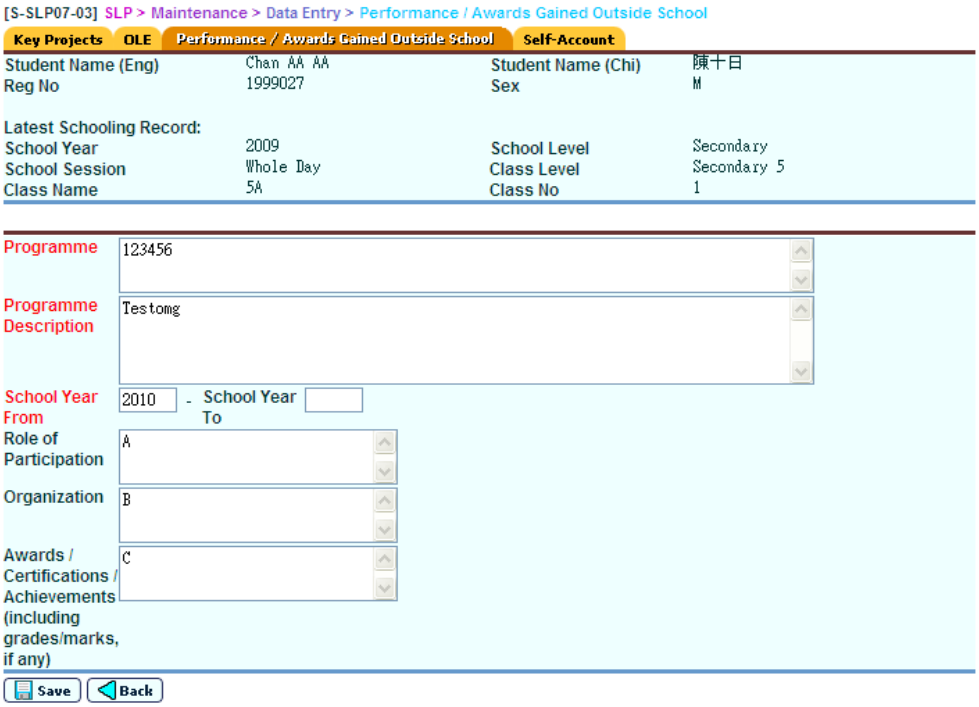
7. Click the programme name to edit the Performance / Awards Gained Outside School record of the student.
8. Edit the information of the selected record and click **[Save]** button.



📖 Post-effects

N/A

📖 Notes

N/A

Delete Performance / Awards Gained Outside School record

📖 Function Description

User can delete the Performance / Awards Gained Outside School data.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[SLP]** → **[Maintenance]** → **[Data Entry]** on the left menu.
2. Click the **Performance / Awards Gained Outside School** tab.

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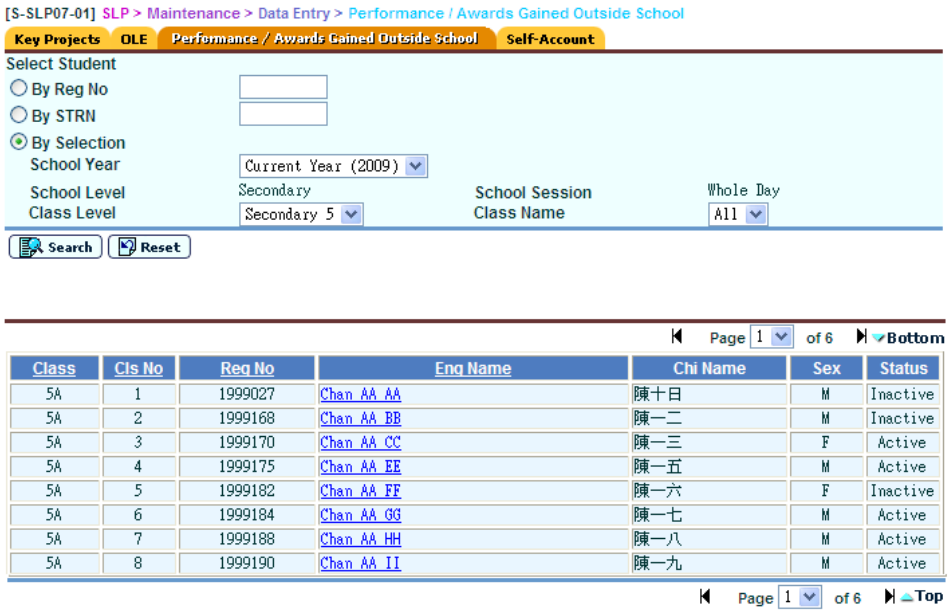
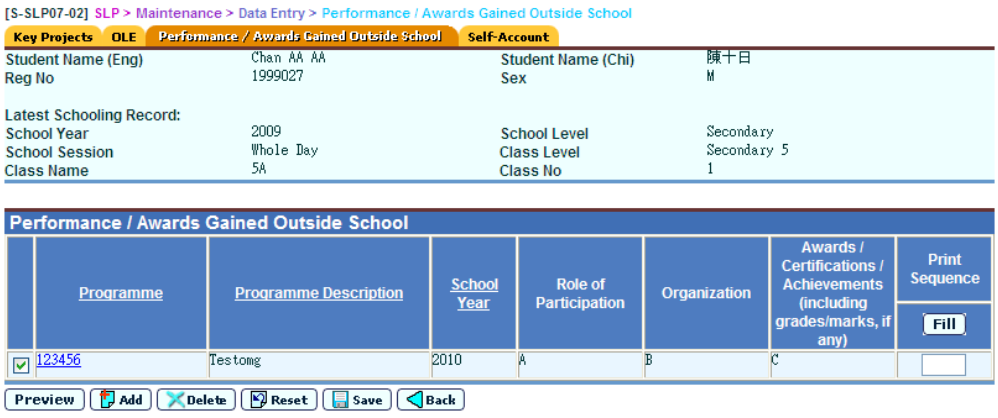
3. Fill in the search criteria.
4. Click the **[Search]** button to search for a particular student.
5. Click on the **Eng Name** of a student from the search results to view the student's Performance / Awards Gained Outside School record.
6. All Performance / Awards Gained Outside School records for the student will be listed out.


[S-SLP07-01] SLP > Maintenance > Data Entry > Performance / Awards Gained Outside School
Key Projects
OLE
Performance / Awards Gained Outside School
Self-Account
Select Student
By Reg No
By STRN
By Selection
School Year
Current Year (2009)
School Level
Secondary
School Session
Whole Day
Class Level
Secondary 5
Class Name
All
Search
Reset
Page 1 of 6 Bottom
Class | Cls No | Reg No | Eng Name | Chi Name | Sex | Status
5A | 1 | 1999027 | Chan AA AA | 陳十日 | M | Inactive
5A | 2 | 1999168 | Chan AA BB | 陳一二 | M | Inactive
5A | 3 | 1999170 | Chan AA CC | 陳一三 | F | Active
5A | 4 | 1999175 | Chan AA EE | 陳一五 | M | Active
5A | 5 | 1999182 | Chan AA FF | 陳一六 | F | Inactive
5A | 6 | 1999184 | Chan AA GG | 陳一七 | M | Active
5A | 7 | 1999188 | Chan AA HH | 陳一八 | M | Active
5A | 8 | 1999190 | Chan AA II | 陳一九 | M | Active
Page 1 of 6 Top

7. Check the checkbox beside the Programme column to delete the record.



8. Click **[Delete]** button to confirm the operation.

🕮 Post-effects

N/A

🕮 Notes

N/A

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Maintenance the print sequence of Performance / Awards Gained Outside School record

📖 Function Description

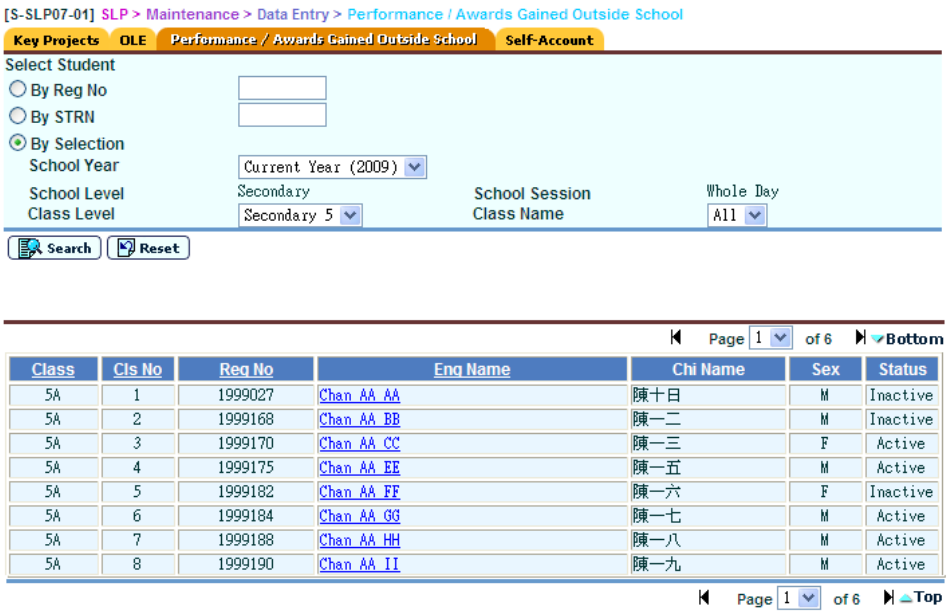
User can maintain the print sequence of the Performance / Awards Gained Outside School data.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[SLP]** → **[Maintenance]** → **[Data Entry]** on the left menu.
2. Click the **Performance / Awards Gained Outside School** tab.
3. Fill in the search criteria.
4. Click the **[Search]** button to search for a particular student.
5. Click on the **Eng Name** of a student from the search results to view the student's Performance / Awards Gained Outside School record.
6. All Performance / Awards Gained Outside School records for the student will be listed out.


[S-SLP07-01] SLP > Maintenance > Data Entry > Performance / Awards Gained Outside School
Key Projects
OLE
Performance / Awards Gained Outside School
Self-Account
Select Student
By Reg No
By STRN
By Selection
School Year
Current Year (2009)
School Level
Secondary
School Session
Whole Day
Class Level
Secondary 5
Class Name
All
Search
Reset
Page 1 of 6 Bottom
Class | Cls No | Reg No | Eng Name | Chi Name | Sex | Status
5A | 1 | 1999027 | Chan AA AA | 陳十日 | M | Inactive
5A | 2 | 1999168 | Chan AA BB | 陳一二 | M | Inactive
5A | 3 | 1999170 | Chan AA CC | 陳一三 | F | Active
5A | 4 | 1999175 | Chan AA EE | 陳一五 | M | Active
5A | 5 | 1999182 | Chan AA FF | 陳一六 | F | Inactive
5A | 6 | 1999184 | Chan AA GG | 陳一七 | M | Active
5A | 7 | 1999188 | Chan AA HH | 陳一八 | M | Active
5A | 8 | 1999190 | Chan AA II | 陳一九 | M | Active
Page 1 of 6 Top

7. Fill in print sequence numbers in the range 0-999.9 or you may leave it blank under 'Print Seq' column.

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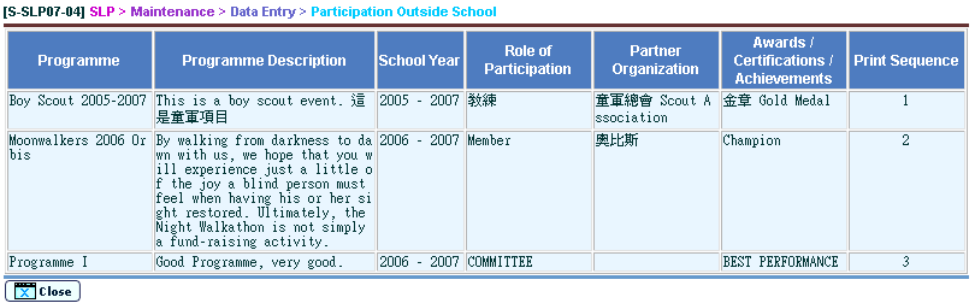
8. Click **[Save]** button to store the print sequence.
9. User can click the **[Preview]** button to preview the effect. This will not save the data until user trigger **[Save]** button.


[S-SLP07-04] SLP > Maintenance > Data Entry > Participation Outside School
Programme
Programme Description
School Year
Role of Participation
Partner Organization
Awards / Certifications / Achievements
Print Sequence
Boy Scout 2005-2007
This is a boy scout event. 這是童軍項目
2005 - 2007
教練
童軍總會 Scout Association
金章 Gold Medal
1
Moonwalkers 2006 Orbis
By walking from darkness to dawn with us, we hope that you will experience just a little of the joy a blind person must feel when having his or her sight restored. Ultimately, the Night Walkathon is not simply a fund-raising activity.
2006 - 2007
Member
奧比斯
Champion
2
Programme I
Good Programme, very good.
2006 - 2007
COMMITTEE
BEST PERFORMANCE
3
Close

📖 Post-effects

N/A

📖 Notes

1. Default print sequence is in ascending order by beginning school year by alphabetical order of Programme Name.
2. Records numbered are printed first in ascending order, followed by those with ‘blank’ printed by default. Records assigned with ‘0’ will not be in the SLP reports.
3. Print Sequence number cannot not be duplicated.

Self-Account

📖 Function Description

User can maintain the Self-Account Data through the **“Self-Account”** function.

📖 Pre-requisites

N/A

🖱 User Procedures

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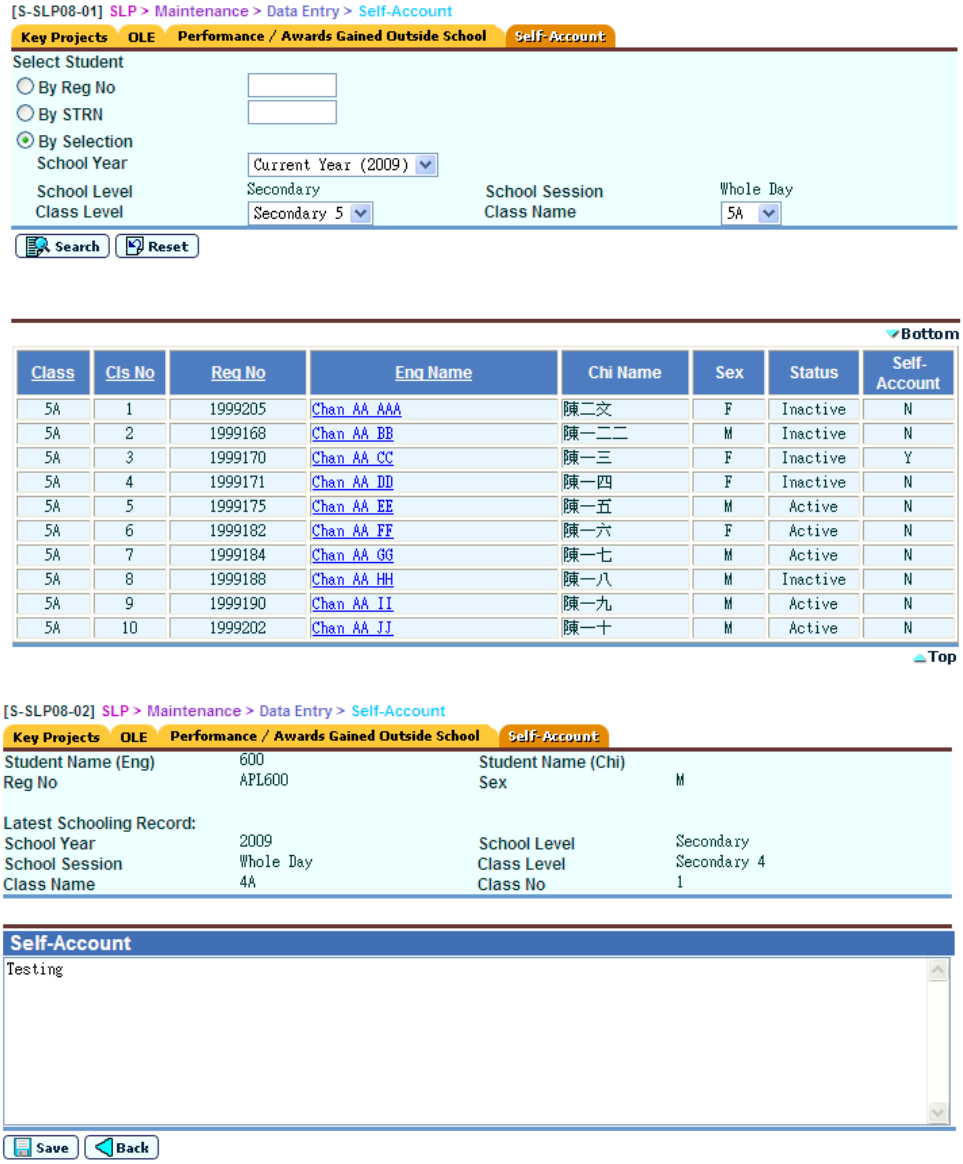
1. Click **[SLP]** → **[Maintenance]** → **[Data Entry]** on the left menu.
2. Click the **Self-Account** tab.
3. Fill in the search criteria.
4. Click the **[Search]** button to search for a particular student.
5. Click on the **Eng Name** of a student from the search results to view the student's self-account.


[S-SLP08-01] SLP > Maintenance > Data Entry > Self-Account
Key Projects
OLE
Performance / Awards Gained Outside School
Self-Account
Select Student
By Reg No
By STRN
By Selection
School Year
Current Year (2009)
School Level
Secondary
School Session
Whole Day
Class Level
Secondary 5
Class Name
5A
Search
Reset
Bottom
Class
Cls No
Reg No
Eng Name
Chi Name
Sex
Status
Self-Account
5A 1 1999205 Chan AA AAA 陳二文 F Inactive N
5A 2 1999168 Chan AA BB 陳一二二 M Inactive N
5A 3 1999170 Chan AA CC 陳一三 F Inactive Y
5A 4 1999171 Chan AA DD 陳一四 F Inactive N
5A 5 1999175 Chan AA EE 陳一五 M Active N
5A 6 1999182 Chan AA FF 陳一六 F Active N
5A 7 1999184 Chan AA GG 陳一七 M Active N
5A 8 1999188 Chan AA HH 陳一八 M Inactive N
5A 9 1999190 Chan AA II 陳一九 M Active N
5A 10 1999202 Chan AA JJ 陳一十 M Active N
Top

6. Fill in the information of self-account in the textbox and click **[Save]** button.

🕮 Post-effects

N/A

🕮 Notes

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1. Only one Self-Account record is allowed for each student
2. Both Chinese / English text could be inputted in the same record.
3. In this field, user can enter at most 6000 Chinese characters OR 18000 characters for English.

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2.2.2 Print Sequence

OLE Print Sequence

📖 Function Description

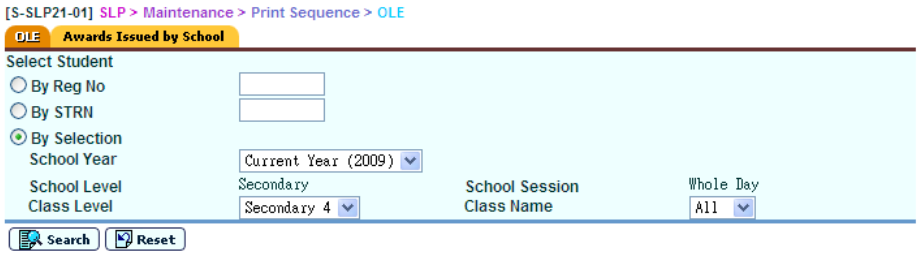
User can maintain individual print sequence for Other Learning Experiences through the **"OLE Print Sequence"**.

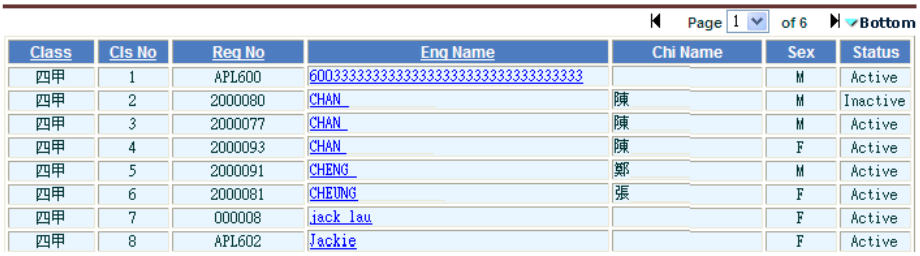
📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[SLP]** → **[Maintenance]** → **[Print Sequence]** on the left menu.
2. Fill in the search criteria.
3. Click the [Search] button to search for a particular student.
4. Click on the **Eng Name** of the student from the search results to view the student's Other Learning Experiences record and maintain the print sequence of Other Learning Experiences.
5. All Other Learning Experiences records for the student will be listed out.




Page 1 of 6 Bottom
Class
Cls No
Reg No
Eng Name
Chi Name
Sex
Status
四甲 1 APL600 600333333333333333333333333333333 M Active
四甲 2 2000080 CHAN 陳 M Inactive
四甲 3 2000077 CHAN 陳 M Active
四甲 4 2000093 CHAN 陳 F Active
四甲 5 2000091 CHENG 鄭 M Active
四甲 6 2000081 CHEUNG 張 F Active
四甲 7 000008 jack lau F Active
四甲 8 APL602 Jackie F Active

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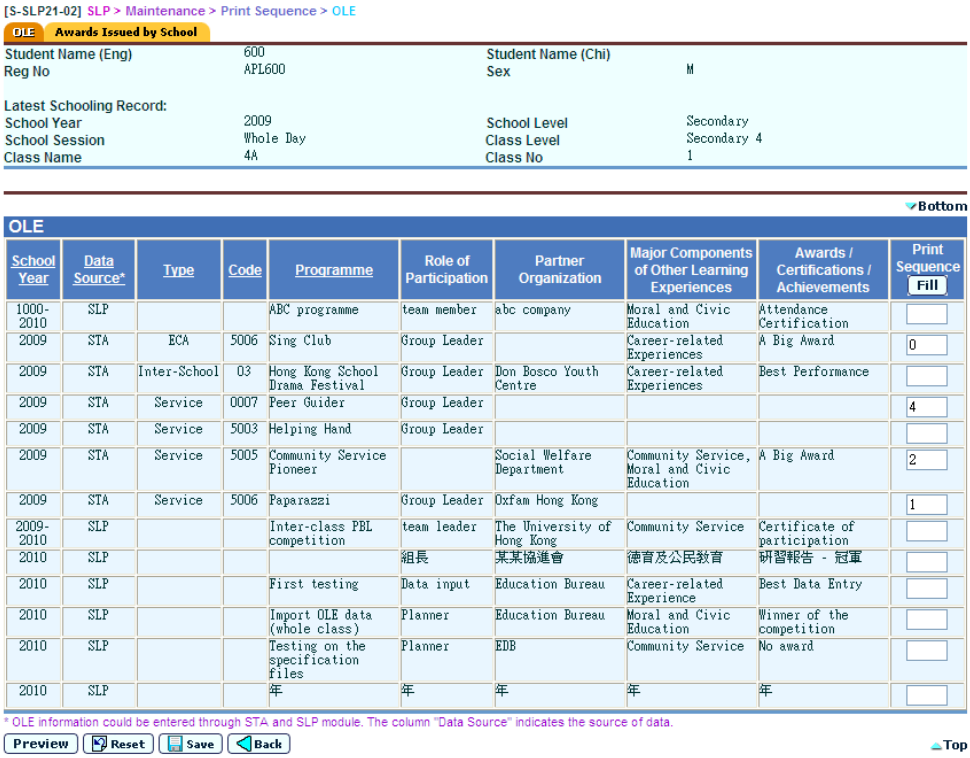

[S-SLP21-02] SLP > Maintenance > Print Sequence > OLE

OLE | Awards Issued by School

Student Name (Eng)	600	Student Name (Chi)	
Reg No	APL600	Sex	M
Latest Schooling Record:			
School Year	2009	School Level	Secondary
School Session	Whole Day	Class Level	Secondary 4
Class Name	4A	Class No	1

Bottom

OLE

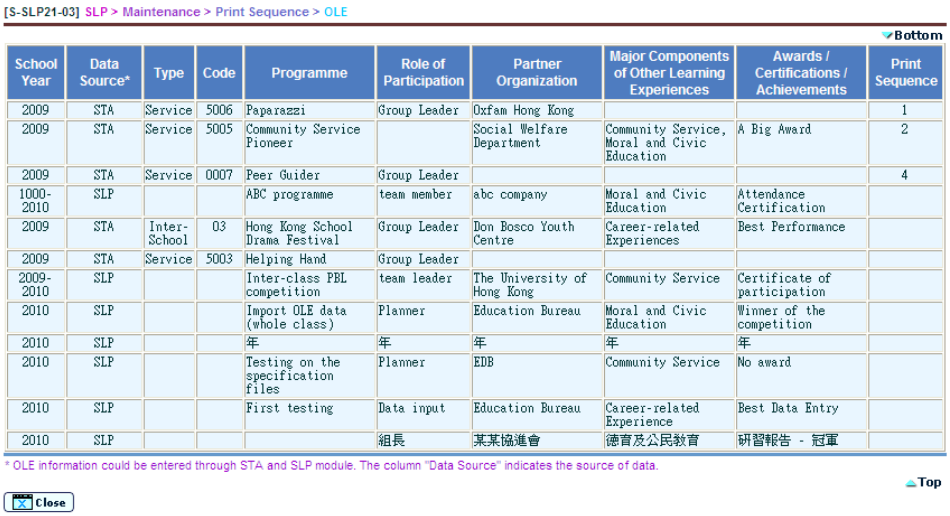
School Year	Data Source*	Type	Code	Programme	Role of Participation	Partner Organization	Major Components of Other Learning Experiences	Awards / Certifications / Achievements	Print Sequence (Fill)
1000-2010	SLP			ABC programme	team member	abc company	Moral and Civic Education	Attendance Certification	
2009	STA	ECA	5006	Sing Club	Group Leader		Career-related Experiences	A Big Award	0
2009	STA	Inter-School	03	Hong Kong School Drama Festival	Group Leader	Don Bosco Youth Centre	Career-related Experiences	Best Performance	
2009	STA	Service	0007	Peer Guider	Group Leader				4
2009	STA	Service	5003	Helping Hand	Group Leader				
2009	STA	Service	5005	Community Service Pioneer		Social Welfare Department	Community Service, Moral and Civic Education	A Big Award	2
2009	STA	Service	5006	Paparazzi	Group Leader	Oxfam Hong Kong			1
2009-2010	SLP			Inter-class PBL competition	team leader	The University of Hong Kong	Community Service	Certificate of participation	
2010	SLP				組長	某某協進會	德育及公民教育	研習報告 - 冠軍	
2010	SLP			First testing	Data input	Education Bureau	Career-related Experience	Best Data Entry	
2010	SLP			Import OLE data (whole class)	Planner	Education Bureau	Moral and Civic Education	Winner of the competition	
2010	SLP			Testing on the specification files	Planner	EDB	Community Service	No award	
2010	SLP			年	年	年	年	年	

* OLE information could be entered through STA and SLP module. The column "Data Source" indicates the source of data.

Preview | Reset | Save | Back

Top

6. Fill in print sequence numbers in the range 0-999.9 or you may leave it blank under 'Print Sequence' column.
7. Click **[Save]** button to store the print sequence.
8. User can click the **[Preview]** button to preview the effect. This will not save the data until user trigger **[Save]** button.


[S-SLP21-03] SLP > Maintenance > Print Sequence > OLE

Bottom

School Year	Data Source*	Type	Code	Programme	Role of Participation	Partner Organization	Major Components of Other Learning Experiences	Awards / Certifications / Achievements	Print Sequence
2009	STA	Service	5006	Paparazzi	Group Leader	Oxfam Hong Kong			1
2009	STA	Service	5005	Community Service Pioneer		Social Welfare Department	Community Service, Moral and Civic Education	A Big Award	2
2009	STA	Service	0007	Peer Guider	Group Leader				4
1000-2010	SLP			ABC programme	team member	abc company	Moral and Civic Education	Attendance Certification	
2009	STA	Inter-School	03	Hong Kong School Drama Festival	Group Leader	Don Bosco Youth Centre	Career-related Experiences	Best Performance	
2009	STA	Service	5003	Helping Hand	Group Leader				
2009-2010	SLP			Inter-class PBL competition	team leader	The University of Hong Kong	Community Service	Certificate of participation	
2010	SLP			Import OLE data (whole class)	Planner	Education Bureau	Moral and Civic Education	Winner of the competition	
2010	SLP			年	年	年	年	年	
2010	SLP			Testing on the specification files	Planner	EDB	Community Service	No award	
2010	SLP			First testing	Data input	Education Bureau	Career-related Experience	Best Data Entry	
2010	SLP				組長	某某協進會	德育及公民教育	研習報告 - 冠軍	

* OLE information could be entered through STA and SLP module. The column "Data Source" indicates the source of data.

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Close

🕮 Post-effects

N/A

🕮 Notes

1. Class Teacher can only view or maintain his / her class(es).

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2. Default print sequence is first according to school year in ascending order and within each school year items of ECA first, then items of Inter-school Activities and lastly followed by items of Service and within each group of items according to their codes in ascending order.
3. User can set print sequence / indicator - records numbered are printed first in ascending order, followed by those with 'blank' printed by default print sequence. Records assigned with '0' will not be in the SLP reports.
4. Print Sequence number cannot be duplicated.

Award Print Sequence

📖 Function Description

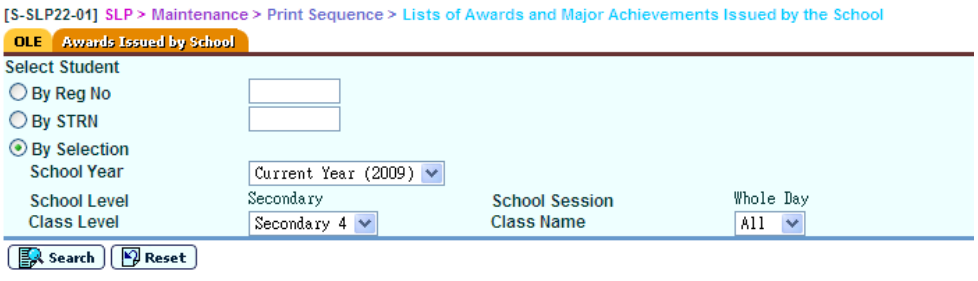
User can maintain individual print sequence for Other Learning Experiences through the **"Award Print Sequence"**.

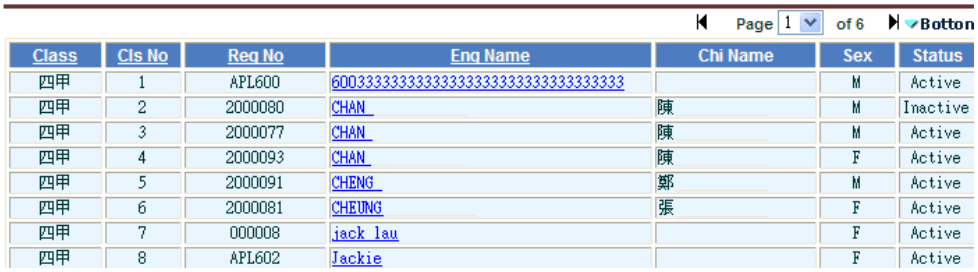
📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[SLP]** → **[Maintenance]** → **[Print Sequence]** on the left menu.
2. Click **Awards Issued by School** tab.
3. Fill in the search criteria.
4. Click the **[Search]** button to search for a particular student.
5. Click on the **Eng Name** of the student from the search results to view the student's Award record and maintain the print sequence of Awards.
6. All Award records for the student will be listed out.





Class	Cls No	Reg No	Eng Name	Chi Name	Sex	Status
四甲	1	APL600	600333333333333333333333333333333		M	Active
四甲	2	2000080	CHAN	陳	M	Inactive
四甲	3	2000077	CHAN	陳	M	Active
四甲	4	2000093	CHAN	陳	F	Active
四甲	5	2000091	CHENG	鄭	M	Active
四甲	6	2000081	CHEUNG	張	F	Active
四甲	7	000008	jack lau		F	Active
四甲	8	APL602	Jackie		F	Active

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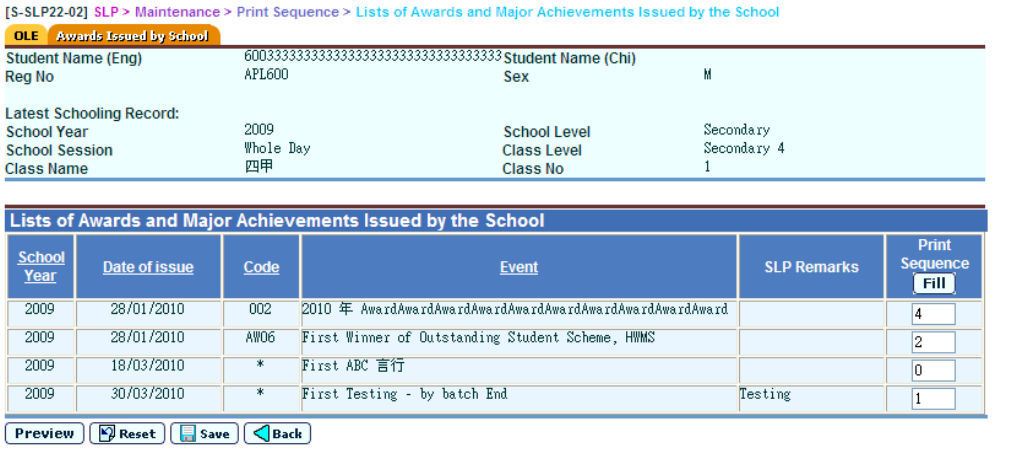
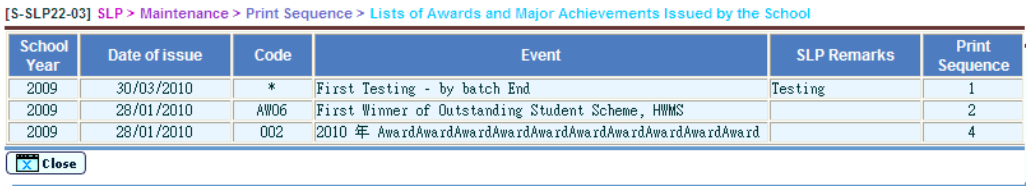


7. Fill in print sequence numbers in the range 0-999.9 or you may leave it blank under 'Print Sequence' column.
8. Click **[Save]** button to store the print sequence.
9. User can click the **[Preview]** button to preview the effect. This will not save the data until user trigger **[Save]** button.


[S-SLP22-03] SLP > Maintenance > Print Sequence > Lists of Awards and Major Achievements Issued by the School
School Year
Date of issue
Code
Event
SLP Remarks
Print Sequence
2009 30/03/2010 * First Testing - by batch End Testing 1
2009 28/01/2010 AW06 First Winner of Outstanding Student Scheme, HWMS 2
2009 28/01/2010 002 2010 年 AwardAwardAwardAwardAwardAwardAwardAwardAwardAward 4
Close

Post-effects

N/A

Notes

1. Class Teacher can only view or maintain his / her class(es).
2. The default sorting order will be by school year, date of issue, event code (record using Text placed at the top), English award event description in ascending order.
3. User can set print sequence / indicator - records numbered are printed first in ascending order, followed by those with ‘blank’ printed by default print sequence. Records assigned with ‘0’ will not be in the SLP reports.
4. Print Sequence number cannot be duplicated.

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2.3 Export

2.3.1 Key Projects

📖 Function Description

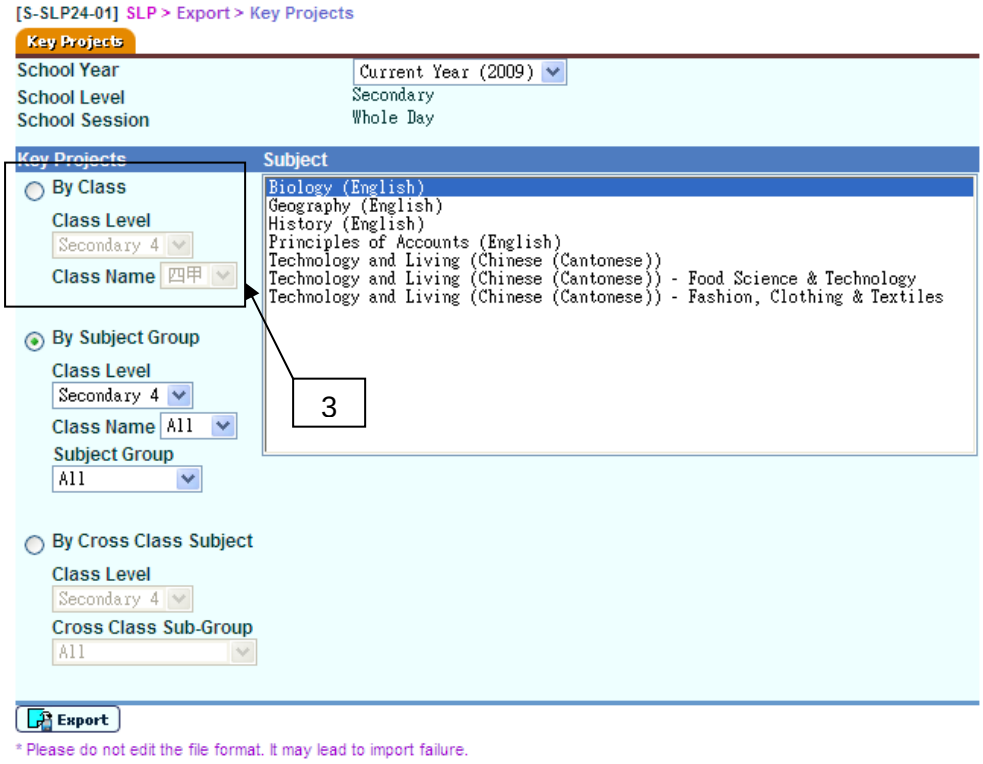
The function allows user to export an excel file for offline modification for key project.

📖 Pre-requisites

Class Teacher can maintain his / her own class only.

🖱 User Procedures

1. Click **[SLP]** → **[Export]** on the left menu.



2. Select the export criteria in the drop-down list box.
3. To export the class subject(s) for input of Key Projects,
    I. Select **By Class** radio button
    II. Select **Subject/Component** from the list box
    III. Click **[Export]** button.
4. To export the subject group subject(s) for input of Key Projects,
    I. Select **By Subject Group** radio button
    II. Select Subject Group
    III. Select **Subject/Component** from the list box

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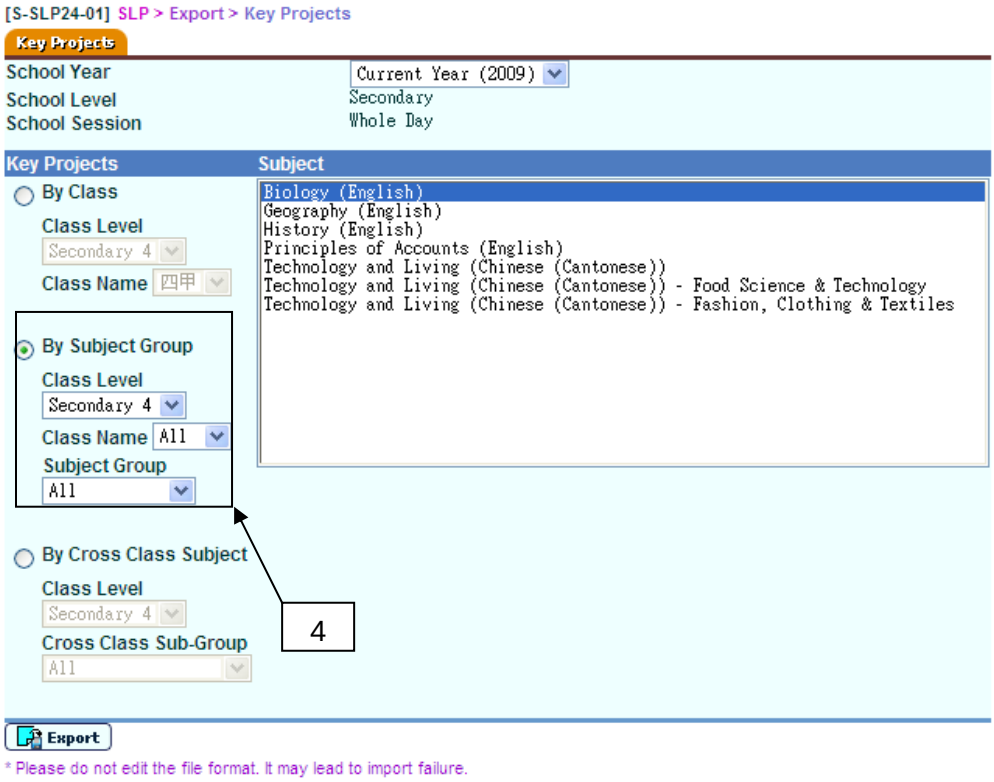
IV. Click **[Export]** button.



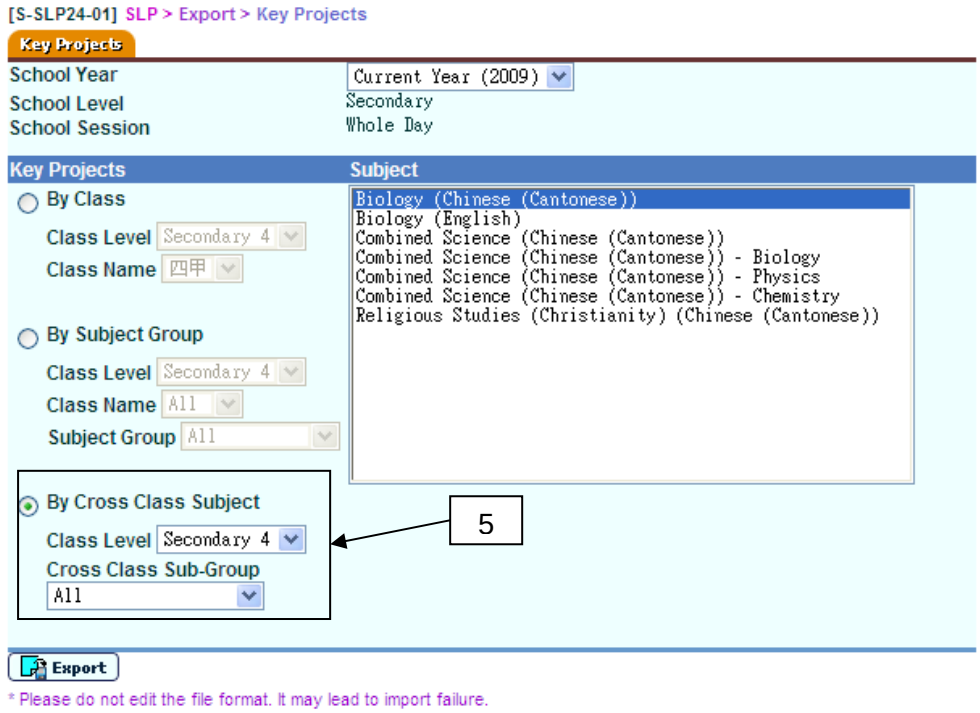
5. To export the cross class subject(s) for input of Key Projects,

I. Select **By Cross Class Subject** radio button

II. Select Cross Class Sub - Group

III. Select **Subject/Component** from the list box

IV. Click **[Export]** button.



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📖 Post-effects

N/A

📖 Notes

User should not delete any column(s)/row(s) in the export file. Otherwise, it will lead to import failure.

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2.4 Import

2.4.1 Key Projects

📖 Function Description

The function allows user to import a modified key project file into the system.

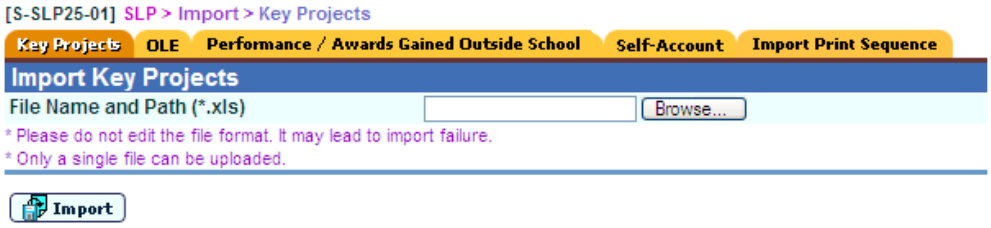
📖 Pre-requisites

Class Teacher can maintain his / her own class only.

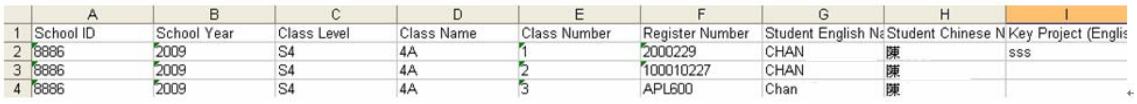
🖱 User Procedures

1. Click **[SLP]** → **[Import]** on the left menu.

   Browse the exported key project excel file.


[S-SLP25-01] SLP > Import > Key Projects
Key Projects
OLE
Performance / Awards Gained Outside School
Self-Account
Import Print Sequence
Import Key Projects
File Name and Path (*.xls)
Browse...
* Please do not edit the file format. It may lead to import failure.
* Only a single file can be uploaded.
Import

2. Fill in the Key Project for each of the student and save it. Leave it in blank if the student does not have key project.



	A	B	C	D	E	F	G	H	I
1	School ID	School Year	Class Level	Class Name	Class Number	Register Number	Student English Na	Student Chinese N	Key Project (Englis
2	8886	2009	S4	4A	1	2000229	CHAN	陳	sss
3	8886	2009	S4	4A	2	100010227	CHAN	陳	
4	8886	2009	S4	4A	3	APL600	Chan	陳	

3. Import Key Project is support to upload a single file only.
4. Click the **[Browse]** button and select the excel file (SLP_Key_Project.xls).

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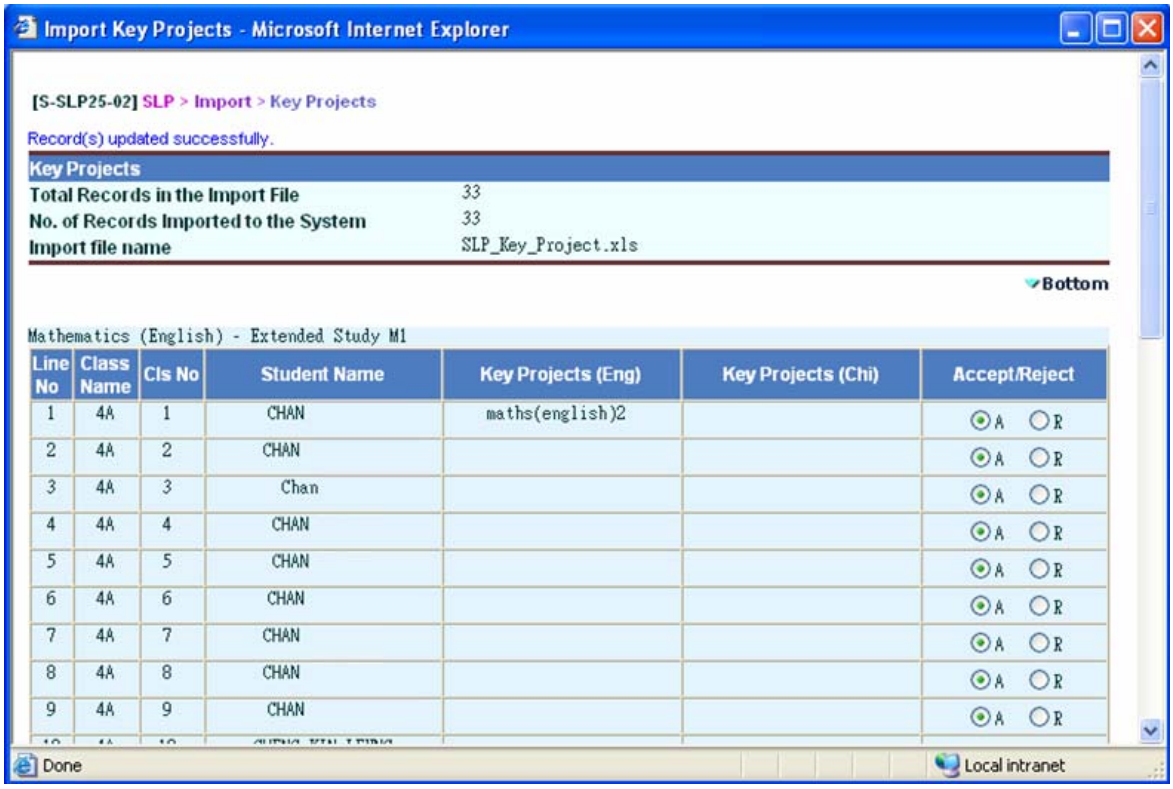
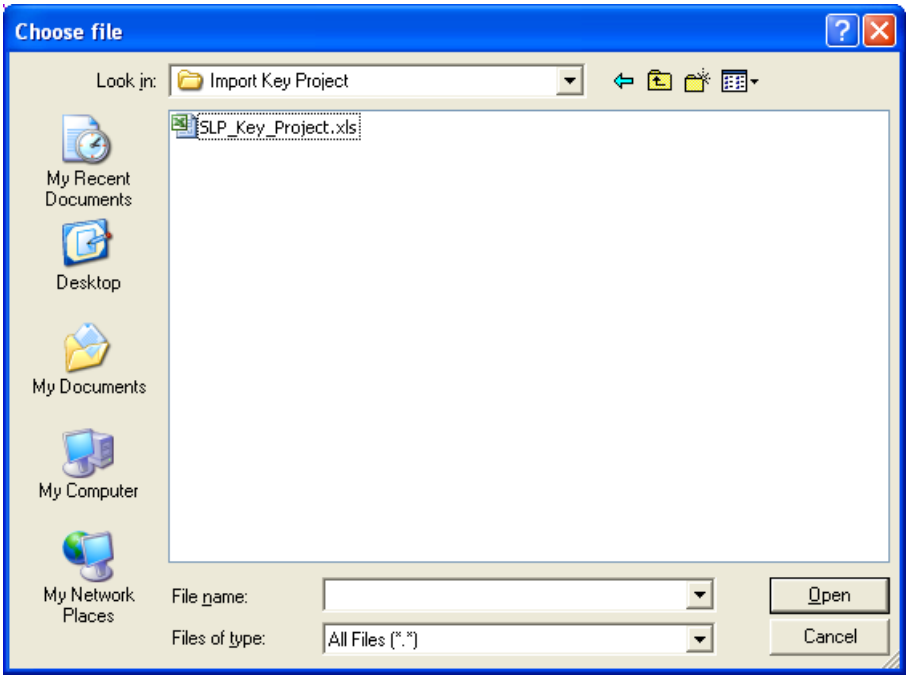

Import Key Projects - Microsoft Internet Explorer
[S-SLP25-02] SLP > Import > Key Projects
Record(s) updated successfully.
Key Projects
Total Records in the Import File 33
No. of Records Imported to the System 33
Import file name SLP_Key_Project.xls
Bottom
Mathematics (English) - Extended Study M1
Line No | Class Name | Cls No | Student Name | Key Projects (Eng) | Key Projects (Chi) | Accept/Reject
1 4A 1 CHAN maths(english)2 A R
2 4A 2 CHAN A R
3 4A 3 Chan A R
4 4A 4 CHAN A R
5 4A 5 CHAN A R
6 4A 6 CHAN A R
7 4A 7 CHAN A R
8 4A 8 CHAN A R
9 4A 9 CHAN A R
Done
Local intranet



5. Click **[Import]** button to import the Key Project record.

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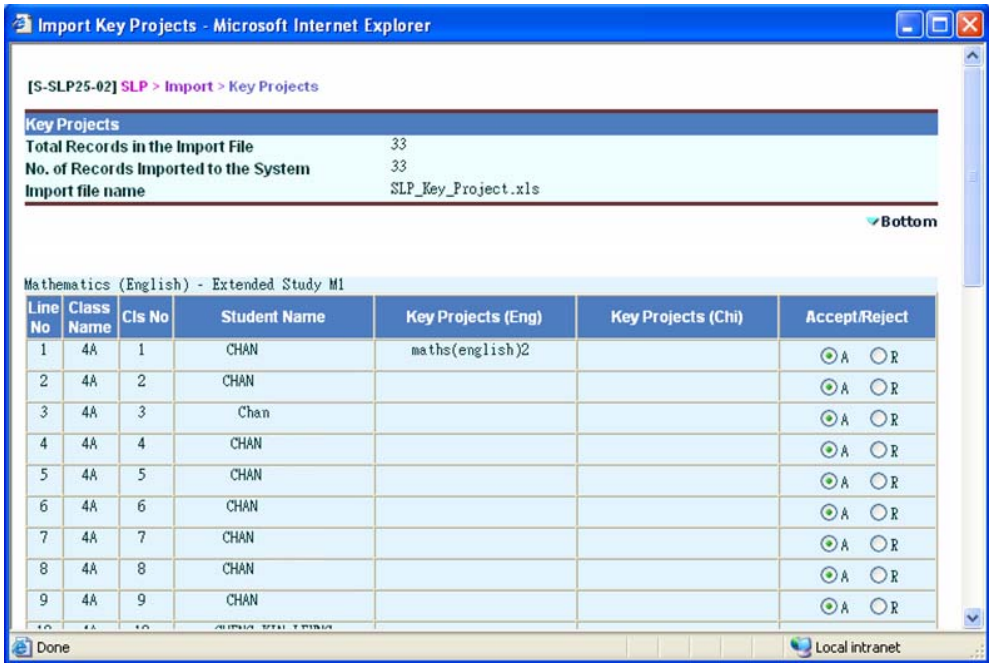
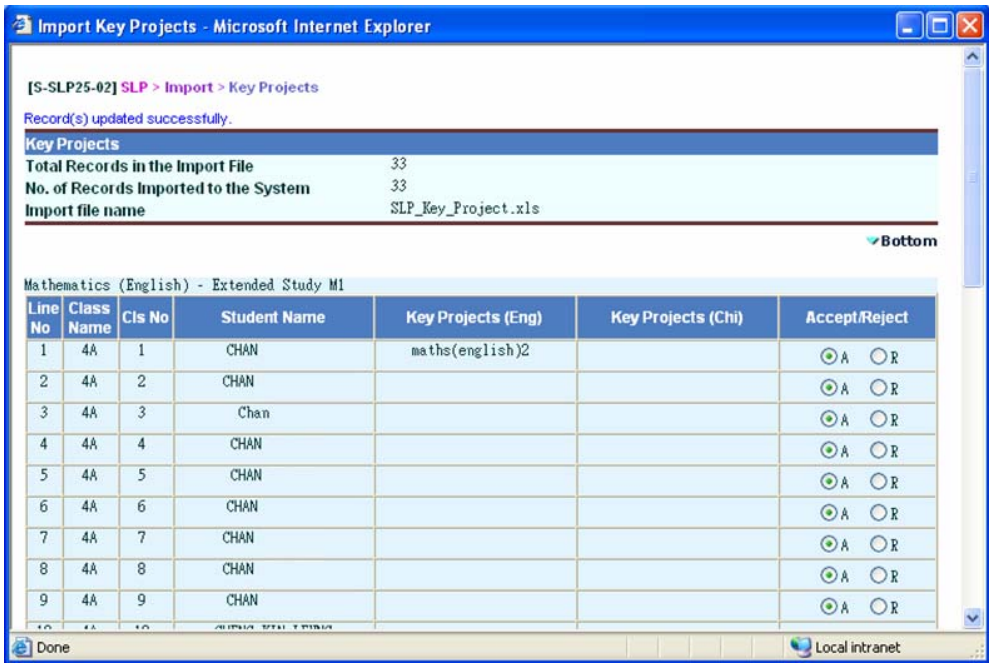
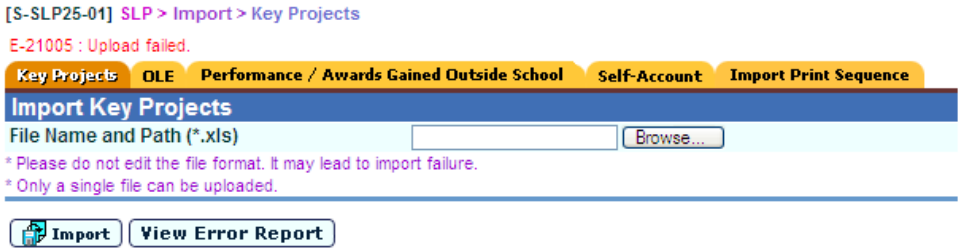

Import Key Projects - Microsoft Internet Explorer
[S-SLP25-02] SLP > Import > Key Projects
Key Projects
Total Records in the Import File 33
No. of Records Imported to the System 33
Import file name SLP_Key_Project.xls
Bottom
Mathematics (English) - Extended Study M1
Line No | Class Name | Cls No | Student Name | Key Projects (Eng) | Key Projects (Chi) | Accept/Reject
1 4A 1 CHAN maths(english)2 A R
2 4A 2 CHAN A R
3 4A 3 Chan A R
4 4A 4 CHAN A R
5 4A 5 CHAN A R
6 4A 6 CHAN A R
7 4A 7 CHAN A R
8 4A 8 CHAN A R
9 4A 9 CHAN A R
Done
Local intranet

6. Select the radio button to “Accept / Reject” for each of the students record. Click **[Save]** button to update the key project.


Import Key Projects - Microsoft Internet Explorer
[S-SLP25-02] SLP > Import > Key Projects
Record(s) updated successfully.
Key Projects
Total Records in the Import File 33
No. of Records Imported to the System 33
Import file name SLP_Key_Project.xls
Bottom
Mathematics (English) - Extended Study M1
Line No | Class Name | Cls No | Student Name | Key Projects (Eng) | Key Projects (Chi) | Accept/Reject
1 4A 1 CHAN maths(english)2 A R
2 4A 2 CHAN A R
3 4A 3 Chan A R
4 4A 4 CHAN A R
5 4A 5 CHAN A R
6 4A 6 CHAN A R
7 4A 7 CHAN A R
8 4A 8 CHAN A R
9 4A 9 CHAN A R
Done
Local intranet

7. If the import operation fails, click **[View Error Report]** button to view the error report.


[S-SLP25-01] SLP > Import > Key Projects
E-21005 : Upload failed.
Key Projects
OLE
Performance / Awards Gained Outside School
Self-Account
Import Print Sequence
Import Key Projects
File Name and Path (*.xls)
Browse...
* Please do not edit the file format. It may lead to import failure.
* Only a single file can be uploaded.
Import
View Error Report

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Import Key Projects Error Report

REGNO	Name	School Year	Class Level	Class Name	Session	Error
100010241	CHAN	2009	Secondary 4	4A	Whole Day	E-21021 - The Key Project (Chi) of Mathematics (English) has exceeded the maximum length of 500 characters.
2000019	CHAN	2009	Secondary 4	4A	Whole Day	E-21021 - The Key Project (Chi) of Mathematics (English) - Core has exceeded the maximum length of 500 characters.

📖 Post-effects

1. If a student's key projects already exist, the newly imported file will overwrite the existing ones.

📖 Notes

1. The Key Project excel file is download from SLP export function. **[SLP]** → **[Export]**.
2. Please do not modify the file format. Otherwise, it may cause upload failure.
3. Empty file will not be imported.
4. Only a single file can be uploaded.

2.4.2 Other Learning Experience

📖 Function Description

This function allows user to download an excel template of "Other Learning Experience" for offline modification. The user could import the excel file / zip file (*containing student's excel files*) into the system after modification.

📖 Pre-requisites

Class Teacher can maintain his / her own class only.

🖱 User Procedures

1. Click **[SLP]** → **[Import]** on the left menu.

   Chooses one of the excel template – multiple students per excel file or one student per excel file to download for offline modification.

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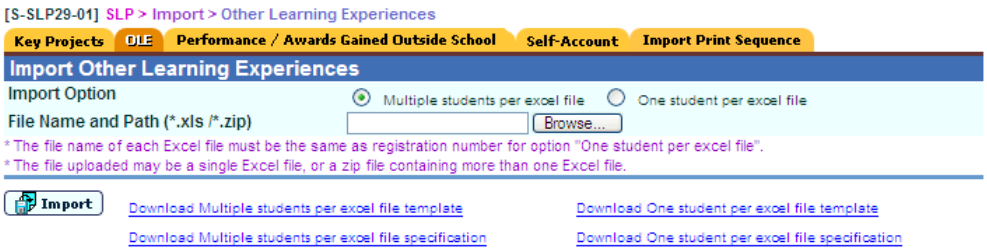

[S-SLP29-01] SLP > Import > Other Learning Experiences
Key Projects
OLE
Performance / Awards Gained Outside School
Self-Account
Import Print Sequence
Import Other Learning Experiences
Import Option
Multiple students per excel file
One student per excel file
File Name and Path (*.xls /*.zip)
Browse...
* The file name of each Excel file must be the same as registration number for option "One student per excel file".
* The file uploaded may be a single Excel file, or a zip file containing more than one Excel file.
Import
Download Multiple students per excel file template
Download Multiple students per excel file specification
Download One student per excel file template
Download One student per excel file specification

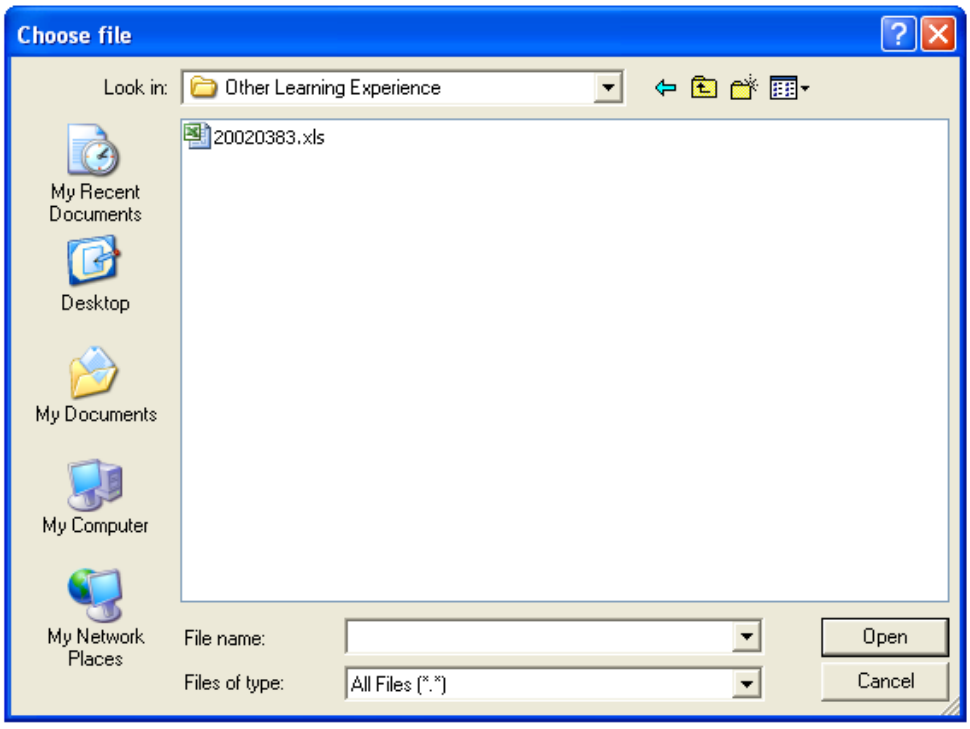
2. Fill in OLE record in the template and save the file name by using the student's "Reg No" e.g. ***2002038.xls*** (For using "Reg No" as file name is only applicable for files with "one student per excel file" option. For "Multiple students per excel file" one, there is no such restriction.)

	A	B	C	D	E	F
1	活動項目(英文) Programme Name (Eng)	活動項目(中文) Programme Name (Chi)	活動項目簡介(英文) Programme Description (Eng)	活動項目簡介(中文) Programme Description (Chi)	由學年 School Year From	至學年 School Year To
2	Testing	測試	Testing	測試	2009	2010
3						

	G	H	I	J	K
1	參與角色(英文) Role of Participation	參與角色(中文) Role of Participation (Chi)	合辦機構(英文) Partner Organization (Eng)	合辦機構(中文) Partner Organization	其他學習經歷的主要種類(英文) Major Components of Other Learning Experiences (Eng)
2	Testing	測試	Testing	測試	Testing
3					

	L	M	N	O
1	其他學習經歷的主要種類(中文) Major Components of Other Learning Experiences (Chi)	獎項 / 證書文憑 / 成就 (如有)(英文) Awards / Certifications / Achievements (if any) (Eng)	獎項 / 證書文憑 / 成就 (如有)(中文) Awards / Certifications / Achievements (if any) (Chi)	Validation (校驗)
2	測試	Testing	測試	
3				

3. User selects the import option either in multiple students per excel file or one student per excel file.
4. Click the **[Browse]** button and select the excel file (2002038.xls).



5. Click **[Import]** button to import the OLE record.

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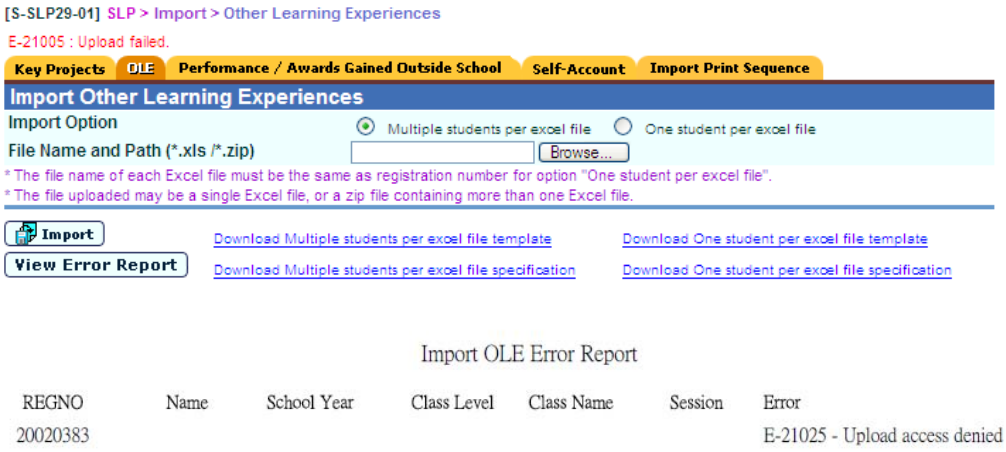
6. If the import operation fails, click **[View Error Report]** button to view the error report.


[S-SLP29-01] SLP > Import > Other Learning Experiences
E-21005 : Upload failed.
Key Projects
OLE
Performance / Awards Gained Outside School
Self-Account
Import Print Sequence
Import Other Learning Experiences
Import Option
Multiple students per excel file
One student per excel file
File Name and Path (*.xls /*.zip)
Browse...
* The file name of each Excel file must be the same as registration number for option "One student per excel file".
* The file uploaded may be a single Excel file, or a zip file containing more than one Excel file.
Import
View Error Report
Download Multiple students per excel file template
Download Multiple students per excel file specification
Download One student per excel file template
Download One student per excel file specification
Import OLE Error Report
REGNO
Name
School Year
Class Level
Class Name
Session
Error
20020383
E-21025 - Upload access denied

📖 Post-effects

N/A

📖 Notes

1. There is a marco in the excel template to validate the data with the following criteria:
   - The field “School Year From” cannot greater than the field “School Year To”.
   - The fields “School Year From” and “School Year To” should be equal to or greater than 2000.
2. The uploaded file could be in zip format which contains the student’s excel files.
3. The uploaded excel file format should be the same as the excel template format.
4. Empty file will not be imported.
5. Template format will be validated to the corresponding import option.
6. Import validation is per file base. If there is any validation error on the file, the whole file will be discarded. The following two cases would be handled differently.
   (i) NO partial uploading is allowed for a single ‘multiple students’ file with invalid students’ records.
   (ii) Partial uploading of successful files is allowed for a zip file with some invalid ‘one student’ / ‘multiple students’ files. In this case, those invalid files would be discarded.

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2.4.3 Performance / Awards Gained Outside School

Function Description

This function allows user to download an excel template of "Performance / Awards Gained Outside School" for offline modification. The user could import the excel file / zip file (*containing student's excel files*) into the system after modification.

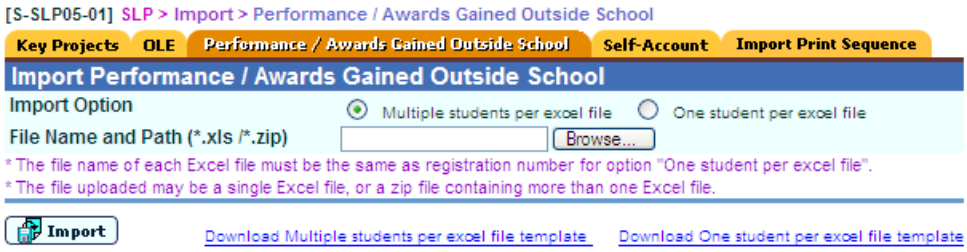
Pre-requisites

Class Teacher can maintain his / her own class only.

User Procedures

1. Click **[SLP]** → **[Import]** on the left menu.

   Chooses one of the excel template – multiple students per excel file or one student per excel file to download for offline modification.


[S-SLP05-01] SLP > Import > Performance / Awards Gained Outside School
Key Projects
OLE
Performance / Awards Gained Outside School
Self-Account
Import Print Sequence
Import Performance / Awards Gained Outside School
Import Option
Multiple students per excel file
One student per excel file
File Name and Path (*.xls /*.zip)
Browse...
* The file name of each Excel file must be the same as registration number for option "One student per excel file".
* The file uploaded may be a single Excel file, or a zip file containing more than one Excel file.
Import
Download Multiple students per excel file template
Download One student per excel file template

2. Fill in Performance / Awards Gained Outside School record in the template and save the file name by using the student's "Reg No" e.g. ***2002038.xls*** (For using "Reg No" as file name is only applicable for files with "one student per excel file" option. For "Multiple students per excel file" one, there is no such restriction.)

	A	B	C	D	E	F	G
1	活動項目 Programme	活動項目簡介 Programme Description	由學年 School Year From	至學年 School Year To	參與角色 Role of Participation	主辦機構 Partner Organization	獎項 / 証書文憑 / 成就* (如有) Awards / Certifications /
2	Programme 1	This is a good programme	2005	2006	member		
3	Boy Scout	Boy Scout Event	2005	2007	Leader	Boy Scout HK	Best Performance

3. User selects the import option either in multiple students per excel file or one student per excel file.
4. Click the **[Browse]** button and select the excel file (2002038.xls).

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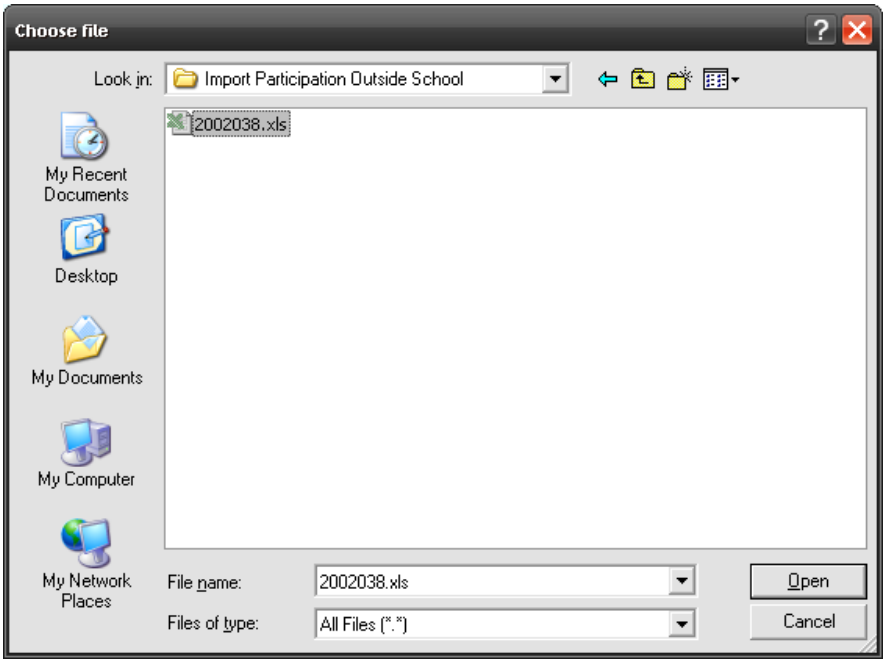
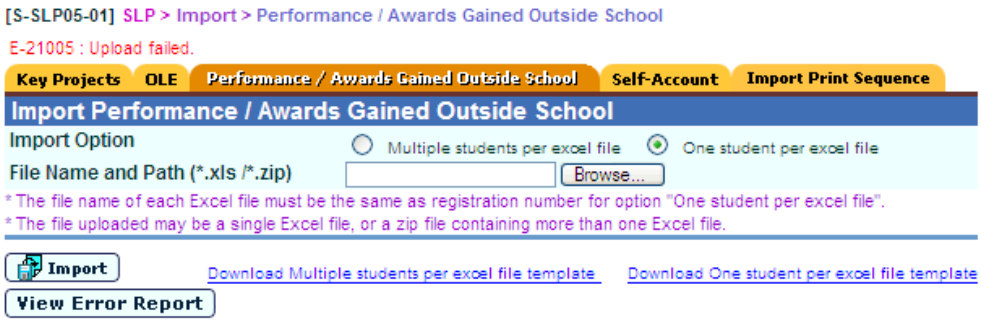


5. Click **[Import]** button to import the Performance / Awards Gained Outside School record.
6. If the import operation fails, click **[View Error Report**] button to view the error report.


[S-SLP05-01] SLP > Import > Performance / Awards Gained Outside School
E-21005 : Upload failed.
Key Projects
OLE
Performance / Awards Gained Outside School
Self-Account
Import Print Sequence
Import Performance / Awards Gained Outside School
Import Option
Multiple students per excel file
One student per excel file
File Name and Path (*.xls /*.zip)
Browse...
* The file name of each Excel file must be the same as registration number for option "One student per excel file".
* The file uploaded may be a single Excel file, or a zip file containing more than one Excel file.
Import
Download Multiple students per excel file template
Download One student per excel file template
View Error Report

Import Performance / Awards Gained Outside School Error Report

REGNO	Name	School Year	Class Level	Class Name	Session	Error
2000080	CHAN	2009	Secondary 4	4A	Whole Day	E-21006 - Missing programme:1

📖 Post-effects

N/A

📖 Notes

1. There is a marco in the excel template to validate the data with the following criteria:
   - All required fields (Programme, Programme Description, School year From) have been entered.

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- The field “School Year From” cannot greater than the field “School Year To”.

2. The uploaded file could be in zip format which contains the student’s excel files.
3. The uploaded excel file format should be the same as the excel template format.
4. Empty file will not be imported.
5. Template format will be validated to the corresponding import option.
6. Import validation is per file base. If there is any validation error on the file, the whole file will be discarded. The following two cases would be handled differently.
   (i) NO partial uploading is allowed for a single ‘multiple students’ file with invalid students’ records.
   (ii) Partial uploading of successful files is allowed for a zip file with some invalid ‘one student’ / ‘multiple students’ files. In this case, those invalid files would be discarded.

2.4.4 Self-Account

📖 Function Description

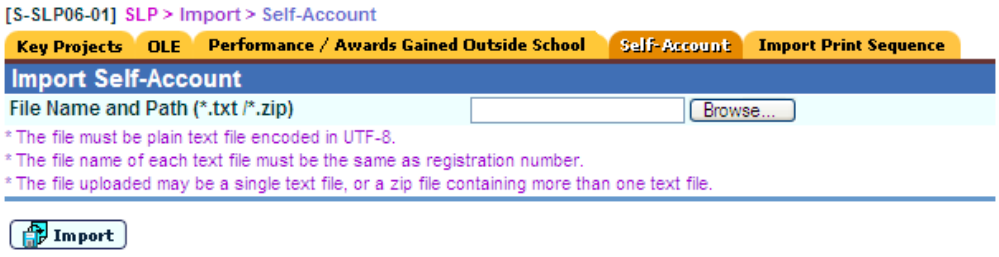
This function allows user to upload “Self-Account” text file / zip file (containing the student’s text files) into system. The text file must save in UTF-8 format.

📖 Pre-requisites

Class Teacher can maintain his / her own class only.

User Procedures

1. Click **[SLP]** → **[Import]** on the left menu.
   Click **Self-Account** tab.


[S-SLP06-01] SLP > Import > Self-Account
Key Projects
OLE
Performance / Awards Gained Outside School
Self-Account
Import Print Sequence
Import Self-Account
File Name and Path (*.txt /*.zip)
Browse...
* The file must be plain text file encoded in UTF-8.
* The file name of each text file must be the same as registration number.
* The file uploaded may be a single text file, or a zip file containing more than one text file.
Import

2. Create a text file, fill in self-account information and save the file name by using the student’s “Reg No” e.g. ***2002038.txt***

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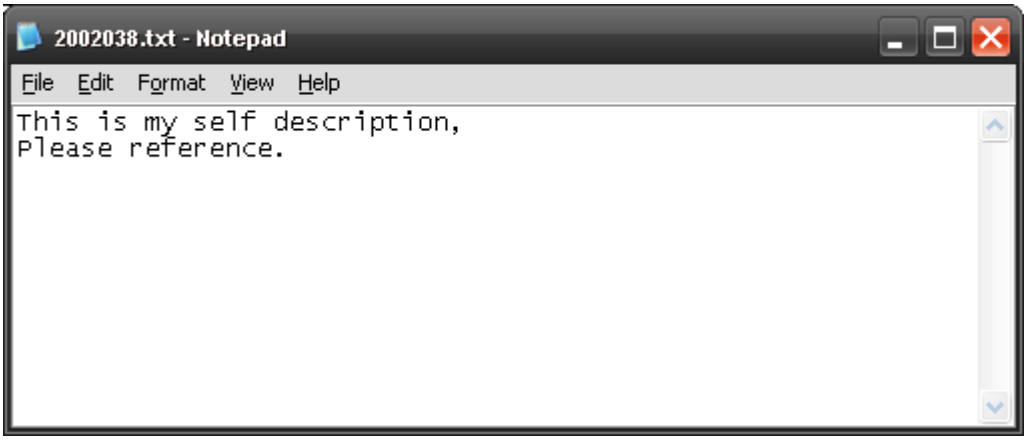
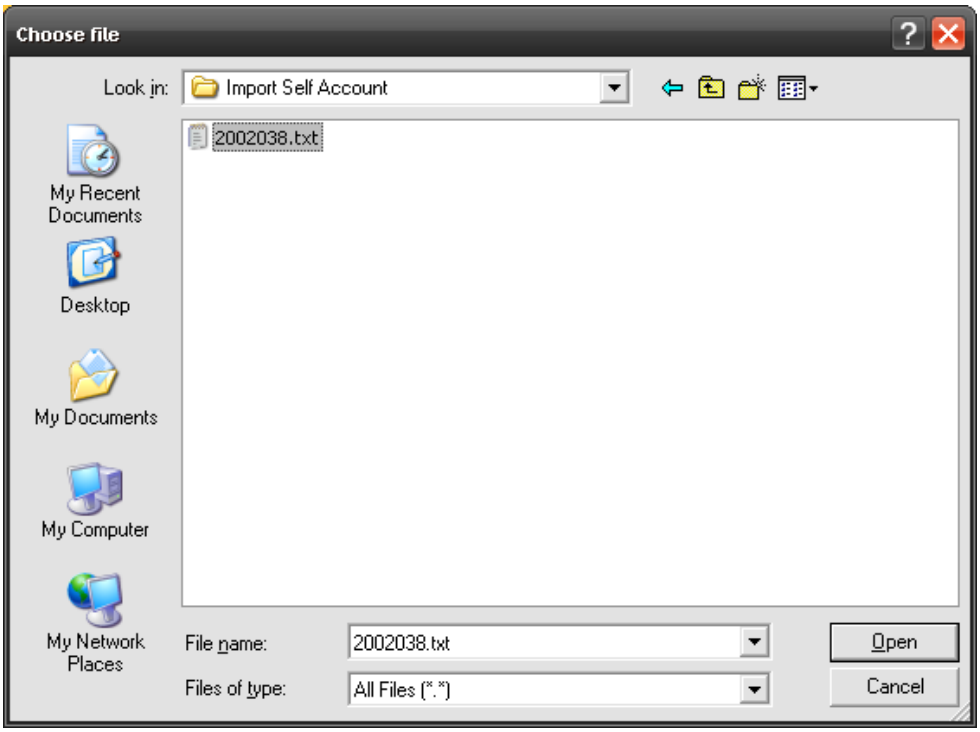
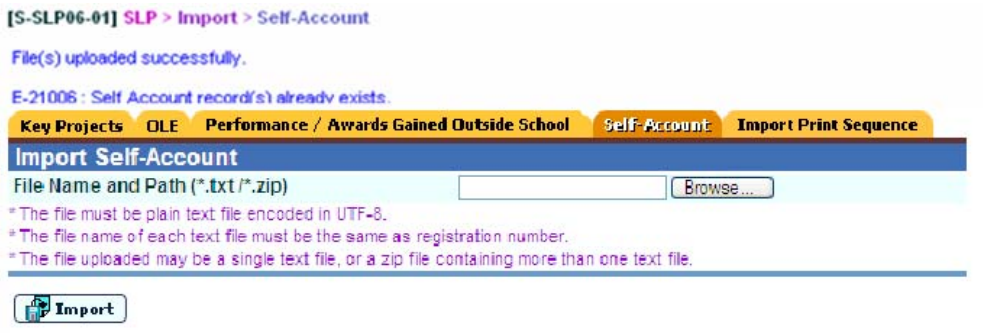


3. Click the **[Browse]** button and select the text file (2002038.txt)



4. Click **[Import]** button to import the student's self-account.

   If Student's Self-Account already exist in the system, the following screen will be shown:


[S-SLP06-01] SLP > Import > Self-Account
File(s) uploaded successfully.
E-21006 : Self Account record(s) already exists.
Key Projects
OLE
Performance / Awards Gained Outside School
Self-Account
Import Print Sequence
Import Self-Account
File Name and Path (*.txt /*.zip)
Browse...
* The file must be plain text file encoded in UTF-8.
* The file name of each text file must be the same as registration number.
* The file uploaded may be a single text file, or a zip file containing more than one text file.
Import

   i. Click **[Confirm]** button to continue importing self-account.

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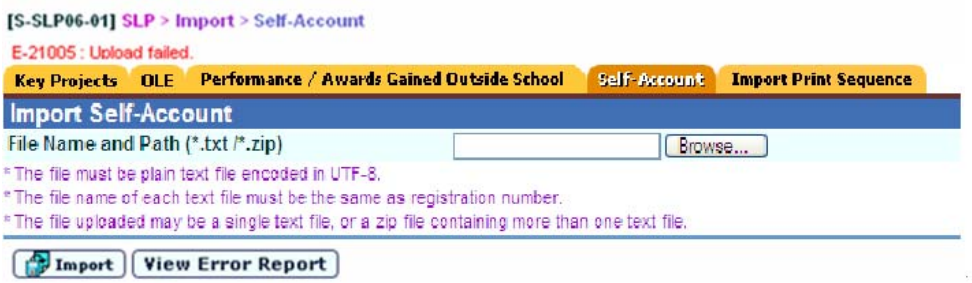
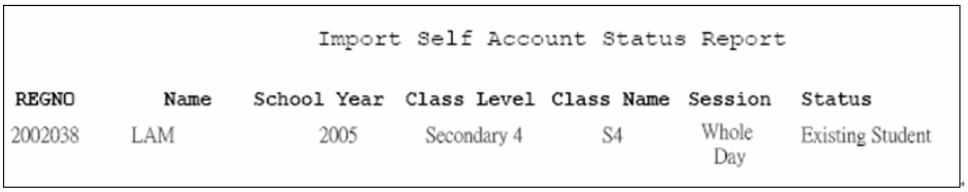
1. If the import operation fails, click **[View Error Report**] button to view the error report.


[S-SLP06-01] SLP > Import > Self-Account
E-21005 : Upload failed.
Key Projects
OLE
Performance / Awards Gained Outside School
Self-Account
Import Print Sequence
Import Self-Account
File Name and Path (*.txt /*.zip)
Browse...
* The file must be plain text file encoded in UTF-8.
* The file name of each text file must be the same as registration number.
* The file uploaded may be a single text file, or a zip file containing more than one text file.
Import
View Error Report

ii. Click **[Abort]** button to cancel importing self-account.

iii. Click **[View Status Report]** to view the Status Report.



Import Self Account Status Report

REGNO	Name	School Year	Class Level	Class Name	Session	Status
2002038	LAM	2005	Secondary 4	S4	Whole Day	Existing Student

📖 Post-effects

1. If a student's self-account already exists, the newly imported file will overwrite the existing ones.

📖 Notes

1. Text file must be in UTF-8 format to ensure proper encoding if Chinese is present in the text file.
2. System will check if system already stores self-account of students concerned.
3. If yes, system will give a report on those students listing their Reg No. Eng name, Chi name and latest schooling record (School Year, Session, Class Level, Class Name, Regno, Student name, error message).
4. System will also ask whether user want to proceed:
    a. If user selects 'Confirm', system will import the self-account overwriting existing ones and importing new ones.
    b. If user selects 'Abort' system will stop importing. After importing, system will give a report listing students whose self-accounts have been imported successfully and the dates of importing.
    c. The report contains such student information as Reg No. Eng name, Chi name and latest schooling record (School Year, Session, Class Level, Class Name, Regno, Student name, error message).

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2.4.5 Import / Export Function for Print Sequence

Function Description

This function allows user to set the print sequence of OLE or Award by import the excel data file.

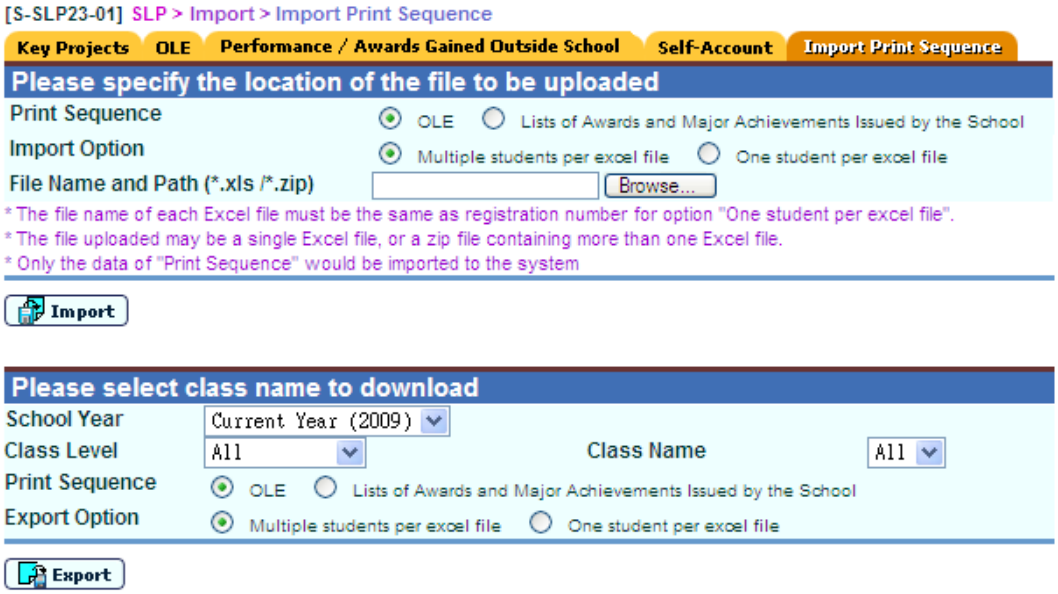
Pre-requisites

1. A user has execute access to **[SLP > Import > Import Print Sequence]**.
2. Class Teacher can maintain his / her own class only.

User Procedures

A. Import

1. Clicks on **[SLP > Import]** on the left menu and then click the **Import Print Sequence** tag.


[S-SLP23-01] SLP > Import > Import Print Sequence
Key Projects
OLE
Performance / Awards Gained Outside School
Self-Account
Import Print Sequence
Please specify the location of the file to be uploaded
Print Sequence
OLE
Lists of Awards and Major Achievements Issued by the School
Import Option
Multiple students per excel file
One student per excel file
File Name and Path (*.xls /*.zip)
Browse...
* The file name of each Excel file must be the same as registration number for option "One student per excel file".
* The file uploaded may be a single Excel file, or a zip file containing more than one Excel file.
* Only the data of "Print Sequence" would be imported to the system
Import
Please select class name to download
School Year
Current Year (2009)
Class Level
All
Class Name
All
Print Sequence
OLE
Lists of Awards and Major Achievements Issued by the School
Export Option
Multiple students per excel file
One student per excel file
Export

2. Edit the print sequence from the exported excel file(s) only. For using “Reg No” as file name is only applicable for files with “one student per excel file” option. For “Multiple students per excel file” one, there is no such restriction.
3. Selects the import option in either multiple students per excel file or one student per excel file.
4. User clicks on **[Browse]** button to select the excel file or the zipped excel file(s) which to be imported.

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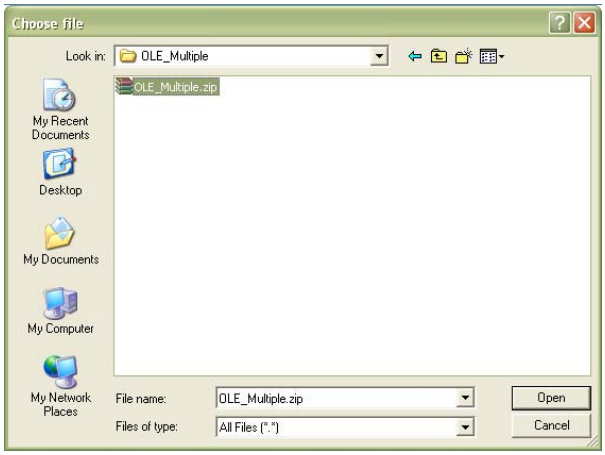

5. User clicks on “Import” button to upload the file to the system
6. If the import operation fails, click **[View Error Report]** button to view the error report.

B. Export

1. Clicks on **[SLP > Import]** on the left menu and then clicks the **Import Print Sequence** tag.
2. Selects the School Year, Class Level and Class Name.
3. Selects the Print Sequence option either in OLE or Award.
4. Selects the export option in multiple students per excel file and one student per excel file.
5. Clicks the **[Export]** button.

🕮 Post-effects

1. Upload file is processed, and proper records are inserted into the database.
2. Original print sequence will be overwritten

🕮 Notes

1. The uploaded file could be in zip format which contains the student’s excel files.
2. The uploaded excel file format should be the same as the excel template format.
3. Empty file will not be imported.
4. Data would not be import if the number of records in the upload file does not match with the system records.

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2.5 Enquiry

2.5.1 Search Student

📖 Function Description

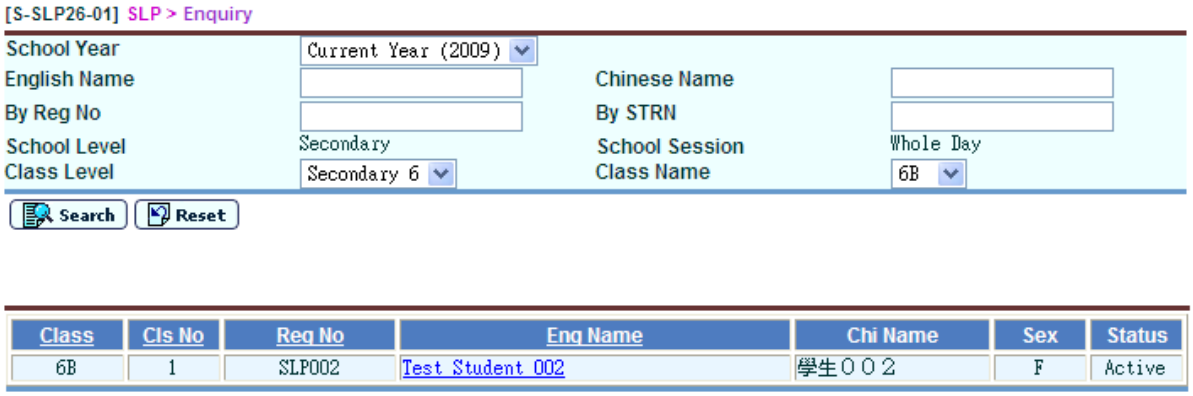
User can select the required student and check for the SLP data.

📖 Pre-requisites

1. Class Teacher can retrieve his / her own class students only.
2. Student account cannot use this search function.

🖱 User Procedures

1. Click **[SLP]** → **[Enquiry]** on the left menu.
2. User can search the student records by choosing the search criteria.
3. Click **[Search]** button and the student will be shown according to the search criteria.



4. User can click the student English name to retrieve the student's SLP profile.

📖 Post-effects

The student will be listed according to the searching criteria.

📖 Notes

NA

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2.5.2 View Student SLP Data

Function Description

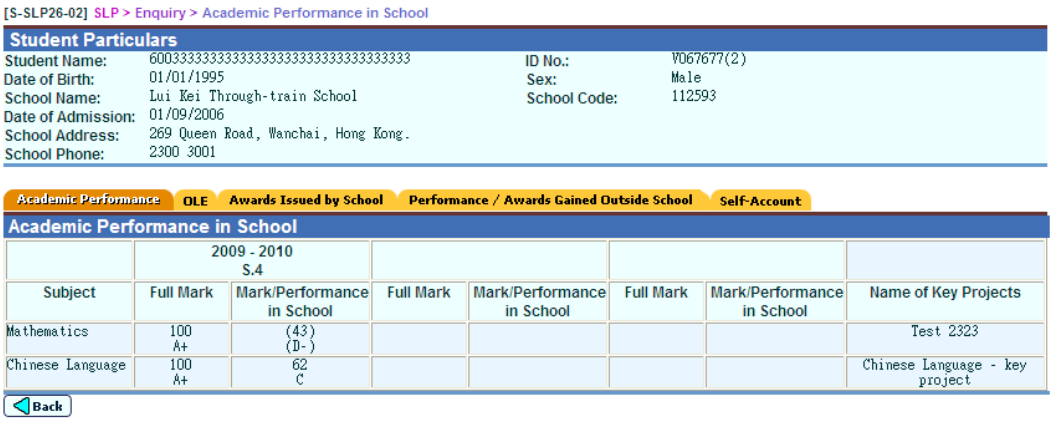
User can view the selected student's SLP data.

Pre-requisites

The Enquiry setup should be set in order to let the student to view their own SLP data.

User Procedures

1. Click **[Academic Performance]** tag to view the academic performance of the student. Subject / subject component will be displayed individually if they are not included in any subject grouping.
2. Subject grouping contains subject(s) only will be displayed.
3. Subject grouping with subject component will be displayed only when both conditions are fulfilled:
   - Subject grouping is associated with a NSS subject or a subject grouping containing NSS subject; and
   - The associated NSS subject or subject grouping is selected in "NSS Subject Component to be displayed" in "Enquiry Setup".


[S-SLP26-02] SLP > Enquiry > Academic Performance in School

Student Particulars

Student Name:	6003333333333333333333333333333333	ID No.:	V067677(2)
Date of Birth:	01/01/1995	Sex:	Male
School Name:	Lui Kei Through-train School	School Code:	112593
Date of Admission:	01/09/2006		
School Address:	269 Queen Road, Wanchai, Hong Kong.		
School Phone:	2300 3001		

Academic Performance | OLE | Awards Issued by School | Performance / Awards Gained Outside School | Self-Account

Academic Performance in School

	2009 - 2010 S.4						
Subject	Full Mark	Mark/Performance in School	Full Mark	Mark/Performance in School	Full Mark	Mark/Performance in School	Name of Key Projects
Mathematics	100 A+	(43) (D-)					Test 2323
Chinese Language	100 A+	62 C					Chinese Language - key project

Back

4. Click **[OLE]** tag to view the OLE record(s) of the student.
5. User can click the checkbox to include those with Print Sequence marked with "0".

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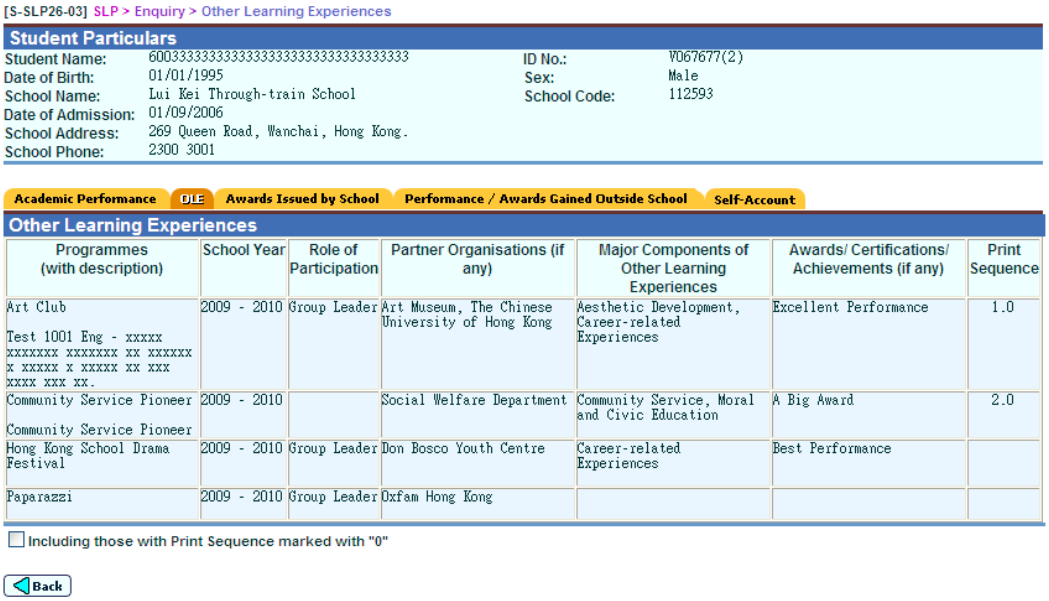

[S-SLP26-03] SLP > Enquiry > Other Learning Experiences

Student Particulars

Student Name:	600333333333333333333333333333333	ID No.:	V067677(2)
Date of Birth:	01/01/1995	Sex:	Male
School Name:	Lui Kei Through-train School	School Code:	112593
Date of Admission:	01/09/2006		
School Address:	269 Queen Road, Wanchai, Hong Kong.		
School Phone:	2300 3001		

Academic Performance | OLE | Awards Issued by School | Performance / Awards Gained Outside School | Self-Account

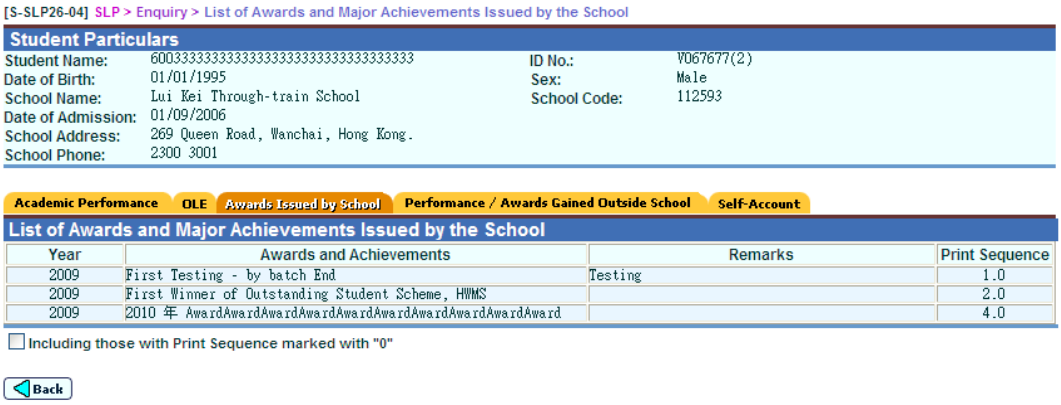
Other Learning Experiences

Programmes (with description)	School Year	Role of Participation	Partner Organisations (if any)	Major Components of Other Learning Experiences	Awards/ Certifications/ Achievements (if any)	Print Sequence
Art Club Test 1001 Eng - xxxxx xxxxxxx xxxxxxx xx xxxxxx x xxxxx x xxxxx xx xxx xxxx xxx xx.	2009 - 2010	Group Leader	Art Museum, The Chinese University of Hong Kong	Aesthetic Development, Career-related Experiences	Excellent Performance	1.0
Community Service Pioneer Community Service Pioneer	2009 - 2010		Social Welfare Department	Community Service, Moral and Civic Education	A Big Award	2.0
Hong Kong School Drama Festival	2009 - 2010	Group Leader	Don Bosco Youth Centre	Career-related Experiences	Best Performance	
Paparazzi	2009 - 2010	Group Leader	Oxfam Hong Kong			

☐ Including those with Print Sequence marked with "0"

Back

6. Click **[Awards Issued by School]** tag to view the List of Awards and Major Achievements Issued by the School of the student.
7. User can click the checkbox to include those with Print Sequence marked with “0”.


[S-SLP26-04] SLP > Enquiry > List of Awards and Major Achievements Issued by the School

Student Particulars

Student Name:	600333333333333333333333333333333	ID No.:	V067677(2)
Date of Birth:	01/01/1995	Sex:	Male
School Name:	Lui Kei Through-train School	School Code:	112593
Date of Admission:	01/09/2006		
School Address:	269 Queen Road, Wanchai, Hong Kong.		
School Phone:	2300 3001		

Academic Performance | OLE | Awards Issued by School | Performance / Awards Gained Outside School | Self-Account

List of Awards and Major Achievements Issued by the School

Year	Awards and Achievements	Remarks	Print Sequence
2009	First Testing - by batch End	Testing	1.0
2009	First Winner of Outstanding Student Scheme, HWMS		2.0
2009	2010 年 AwardAwardAwardAwardAwardAwardAwardAwardAward		4.0

☐ Including those with Print Sequence marked with "0"

Back

8. Click **[Performance / Awards Gained Outside School]** tag to view the Performance / Awards Gained Outside School of the student.
9. User can click the checkbox to include those with Print Sequence marked with “0”.

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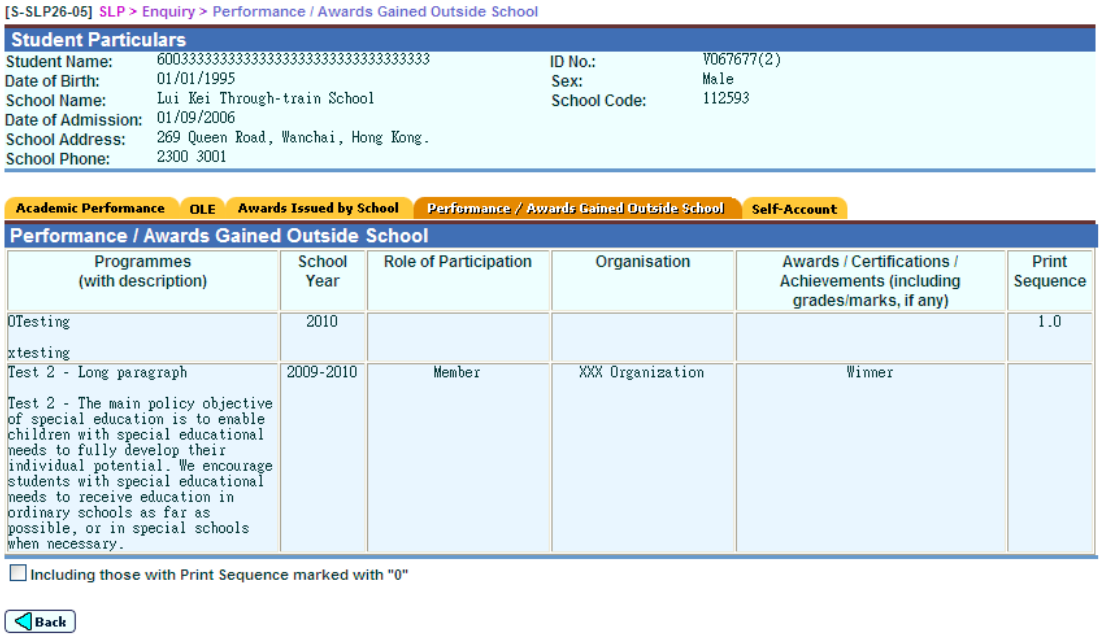
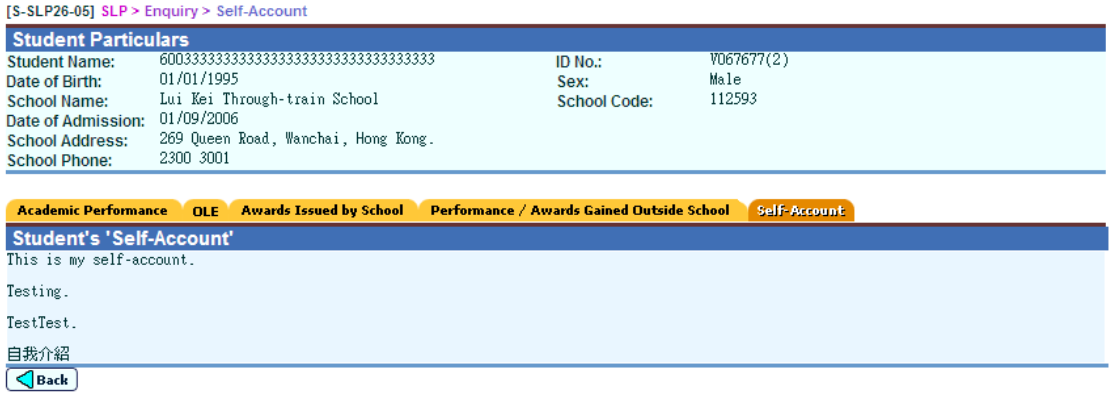

[S-SLP26-05] SLP > Enquiry > Performance / Awards Gained Outside School
Student Particulars
Student Name: 600333333333333333333333333333333
Date of Birth: 01/01/1995
School Name: Lui Kei Through-train School
Date of Admission: 01/09/2006
School Address: 269 Queen Road, Wanchai, Hong Kong.
School Phone: 2300 3001
ID No.: V067677(2)
Sex: Male
School Code: 112593
Academic Performance
OLE
Awards Issued by School
Performance / Awards Gained Outside School
Self-Account
Performance / Awards Gained Outside School
Programmes (with description)
School Year
Role of Participation
Organisation
Awards / Certifications / Achievements (including grades/marks, if any)
Print Sequence
OTesting
xtesting
2010
1.0
Test 2 - Long paragraph
Test 2 - The main policy objective of special education is to enable children with special educational needs to fully develop their individual potential. We encourage students with special educational needs to receive education in ordinary schools as far as possible, or in special schools when necessary.
2009-2010
Member
XXX Organization
Winner
Including those with Print Sequence marked with "0"
Back

10. Click **[Self-Account]** tag to view the self-account of the student.



Post-effects

1. The setting of the format of the Academic Performance will be reflected in the Academic Performance tag.
2. If the user clicks the “Back” button, the user can go back to the searching page.

Notes

1. The “Back” button is hidden for student account.

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2.6 Report

2.6.1 Generate Report

📖 Function Description

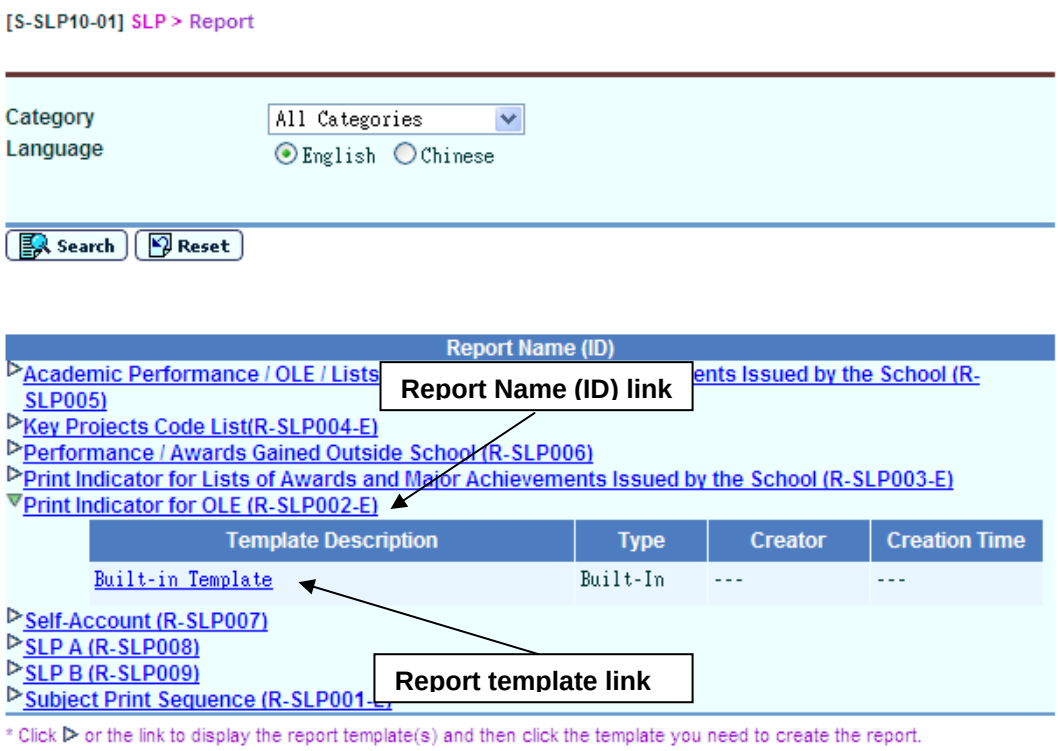
User can generate reports.

📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed on the workstation to view the reports.

🖱 User Procedures

1. Click **[SLP]** → **[Report]** on the left menu.
2. User can select the category and language. All reports under the selected category will be displayed.
3. Click on the Report Name (ID) link and a list of built-in and user-defined report templates is displayed.



4. Click on the Report Template link to generate the report.

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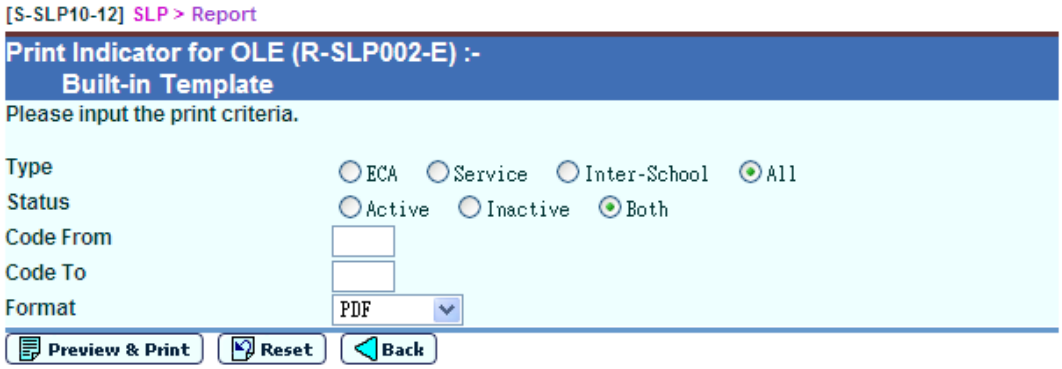

📖 Post-effects

The selected report will be displayed in a pop-up window, which allows user to preview and print.

📖 Notes

1. Reports under the SLP module are grouped into three report categories:
   - Print Option
   - SLP
   - Student Achievements
2. A built-in template is provided for each Report Name (ID). It can be downloaded from the Template function of the Report Management module. After editing by using the Crystal Reports software, the edited report template can be uploaded to the WebSAMS server as a user-defined template.

2.6.2 Subject Print Sequence (R-SLP001)

📖 Function Description

Under the “SLP” report category, this report lists out the subject print sequence.

📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

🖱 User Procedures

1. Select "Subject Print Sequence" from the report selection page. Click on the template link to go to the report parameter screen.

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2. Specify the search criteria of the print sequence and include Non-selected Records.
3. Specify the print sequence order.
4. Select the format of the report (PDF / Word / RTF / Excel).
5. Click the **[Preview & Print]** button to produce the report.

📖 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

📖 Notes

Option Name	Function
Default Order	Indicate whether the records are ordered by systems default print sequence.
User Specific Order	Indicate whether the records are ordered by user Maintained sequence.
Include Non-selected Records	Indicate whether the record should be printed when the print sequence of the record is assigned to “0”.

2.6.3 Print Indicator for OLE (R-SLP002)

📖 Function Description

Under the “SLP” report category, this report lists out the Print Indicator for OLE.

📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

🖱 User Procedures

1. Select "Print Indicator for OLE" from the report selection page. Click on the template link to go to the report parameter screen.

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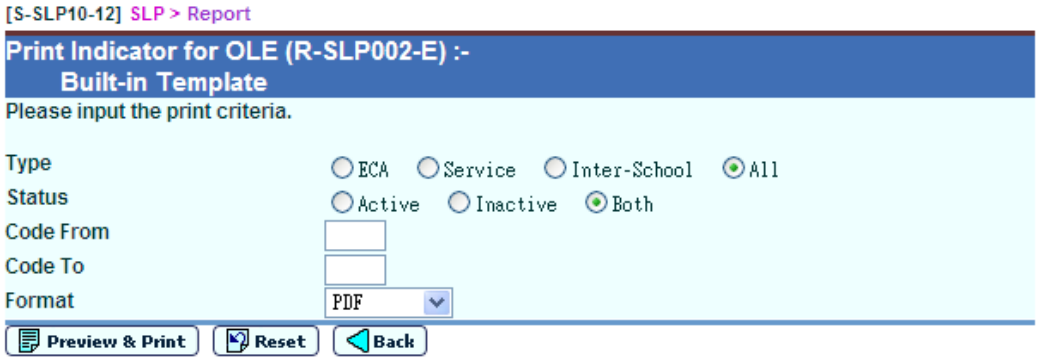

2. Specify the search criteria of the print indicator.
3. Specify the activity type, activity status, code from and code to.
4. Select the format of the report (PDF / Word / RTF / Excel).
5. Click the **[Preview & Print]** button to produce the report.

📖 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

📖 Notes

N/A

2.6.4 Print Indicator for Lists of Awards and Major Achievements Issued by the School (R-SLP003)

📖 Function Description

Under the “SLP” report category, this report lists out the Print Indicator for Lists of Awards and Major Achievements Issued by the School.

📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

🖱 User Procedures

1. Select "Print Indicator for Lists of Awards and Major Achievements Issued by the School" from the report selection page. Click on the template link to go to the report parameter screen.

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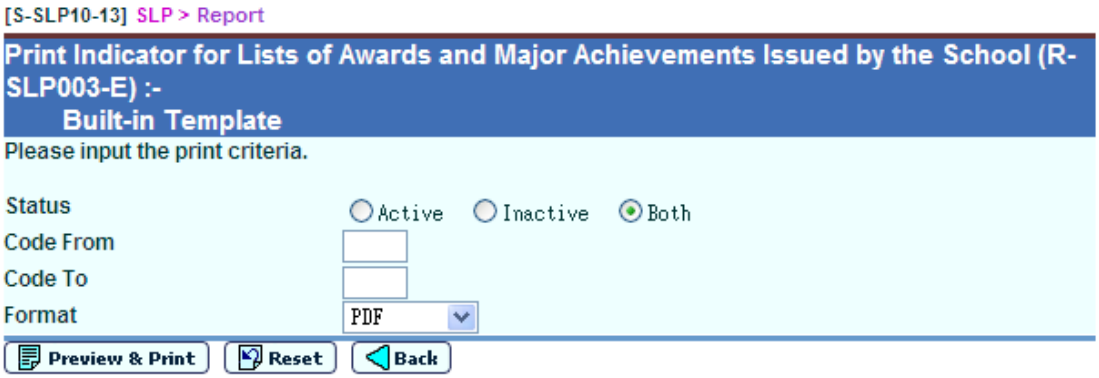

2. Specify the search criteria of the print indicator.
3. Specify the activity status, code from and code to.
4. Select the format of the report (PDF / Word / RTF / Excel).
5. Click the **[Preview & Print]** button to produce the report.

🕮 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

🕮 Notes

N/A

2.6.5 Key Projects Code List (R-SLP004)

🕮 Function Description

Under the “SLP” report category, this report lists out the Key Projects Code List.

🕮 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

🖱 User Procedures

1. Select "Key Projects Code List" from the report selection page. Click on the template link to go to the report parameter screen.

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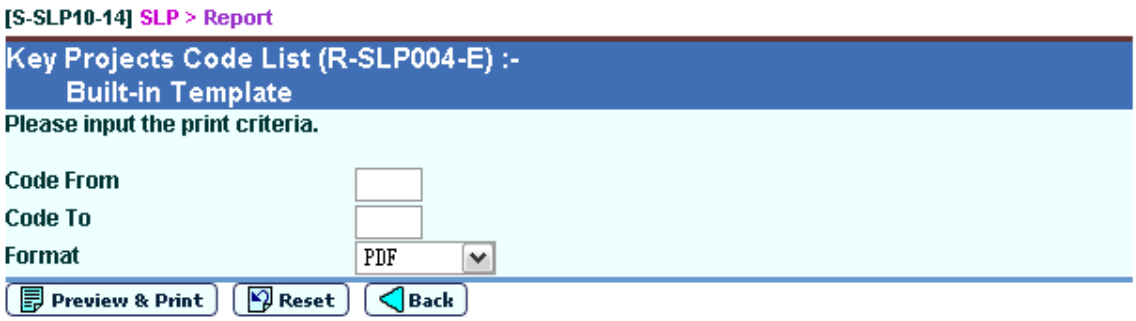

2. Specify the search criteria of the Key Projects Code List.
3. Specify the code from and code to.
4. Select the format of the report (PDF / Word / RTF / Excel).
5. Click the **[Preview & Print]** button to produce the report.

📖 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

📖 Notes

N/A

2.6.6 Academic Performance / OLE / Lists of Awards and Major Achievements Issued by the School (R-SLP005)

📖 Function Description

Under the “SLP” report category, this report lists out the Academic Performance / OLE / Lists of Awards and Major Achievements Issued by the School of students.

📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

🖱 User Procedures

1. Select "Academic Performance / OLE / Lists of Awards and Major Achievements Issued by the School" from the report selection page. Click on the template link to go to the report parameter screen.

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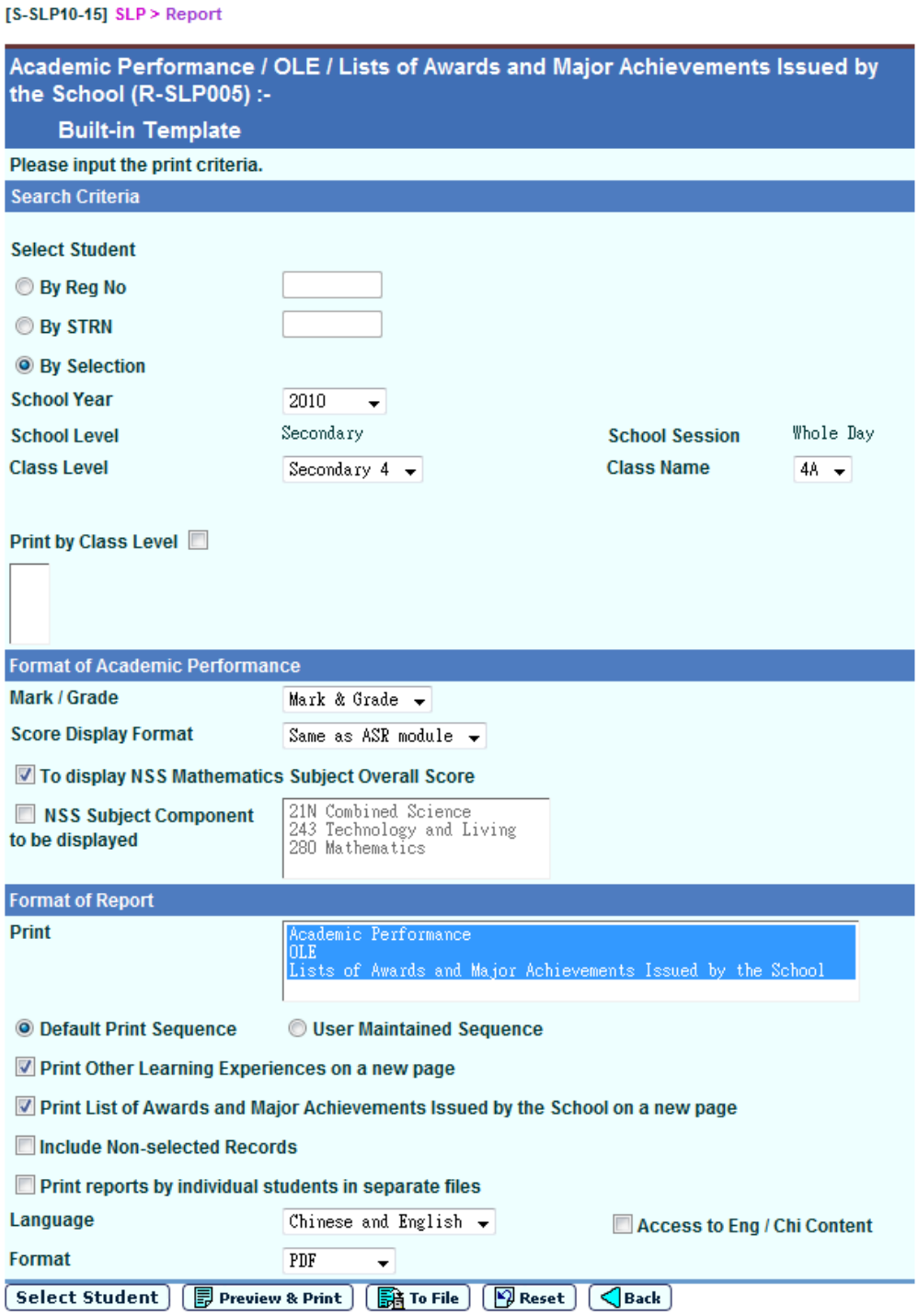

2. Specify the search criteria of the Subject / OLE / Award.
3. Specify the search criteria by Reg No, STRN or Selection.
4. Specify the School Year, Class Level and Class Name.
5. Specify if you would like to print Academic Performance / OLE / Awards or all of them.
6. Specify to print the class level(s) of Academic Result, select Print by Class Level, and then select the class level(s) which are needed to print.
7. Specify the Mark /Grade, Print Sequence, Include Non-selected Records.

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8. Specify Score Display Format (Same as ASR Module, Integer, 1 decimal place or 2 decimal places).
9. If School Year and Class Level are selected in NSS (i.e. 2009 S4, 2010 S4 and S5, 2011 S4, S5 and S6, after 2011 S4, S5 and S6), the options box of the subject component will be displayed for selection. If subject grouping is setup for NSS subject, the NSS subject will not be shown. The subject grouping, which contains NSS subject and has no subject component, will be shown in the option box of "**NSS Subject Component to be displayed**".
10. Select [Print reports by individual students in separate files], system will generate a zipped file containing report for individual students in separate files.
11. Select the format of the report (PDF / Word / RTF / Excel).
12. Click the **[Select Student]** button to select students for Subject / OLE / Award Report.
13. Click the **[Preview & Print]** button to produce the report.
14. Click the **[To File]** button to save the report into Report Repository.

📖 Post-effects

The report will be displayed in a pop-up window which allows user to preview, print and download.

📖 Notes

Option Name	**Function**
Print by Class Level	Indicate the class level for printing Academic Result in the report. All class level(s) of Academic Result would be printed if the BLANK option is chosen. Multiple selection is enabled.
Mark / Grade	Indicate whether mark only, grade only or all of them should be printed for student's record.
Score Display Format	Indicate the display format of subject / subject component scores.
To display NSS Mathematics Subject Overall Score	This option is only available to the new senior secondary students who are registered from school year 2009 (i.e. 2009 S4, 2010 S4 and S5, 2011 S4, S5 and S6, after 2011 S4, S5 and S6). The corresponding NSS Mathematics full mark, score and grade will be excluded in the report if this option is unchecked.
NSS Subject Component to be displayed	This option is only available to the new senior secondary students who are registered from school year 2009 (i.e. 2009 S4, 2010 S4 and S5, 2011 S4, S5 and S6, after 2011 S4, S5 and S6). User can choose to show NSS Subject components score or not. If subject grouping is setup for NSS subject, the NSS subject will not be shown. The subject

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	grouping, which contains NSS subject and has no subject component, will be shown in the option box of “NSS Subject Component to be displayed”. For the subject grouping which is associated with a NSS subject or a subject grouping containing NSS subject, it will be displayed under NSS subject / subject grouping.
Print	Indicate to print the Academic Performance, OLE, Awards or all of them.
Print Other Learning Experiences on a new page	If the user clicks it, the section will be printed in a new page. Otherwise, it will be appended to the previous section.
Print List of Awards and Major Achievements Issued by the School on a new page	If the user clicks it, the section will be printed in a new page. Otherwise, it will be appended to the previous section.
Include Non-selected Records	Indicate whether the record should be print even the print sequence of the record is assigned to “0”.
Print reports by individual students in separate files	Generate report in separate files by individual students. Reg No of the student would be used as the file name.

2.6.7 Performance / Awards Gained Outside School (R-SLP006)

📖 Function Description

Under the “SLP” report category, this report lists out the Performance / Awards Gained Outside School of students.

📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

🖱 User Procedures

1. Select "Performance / Awards Gained Outside School" from the report selection page. Click on the template link to go to the report parameter screen.

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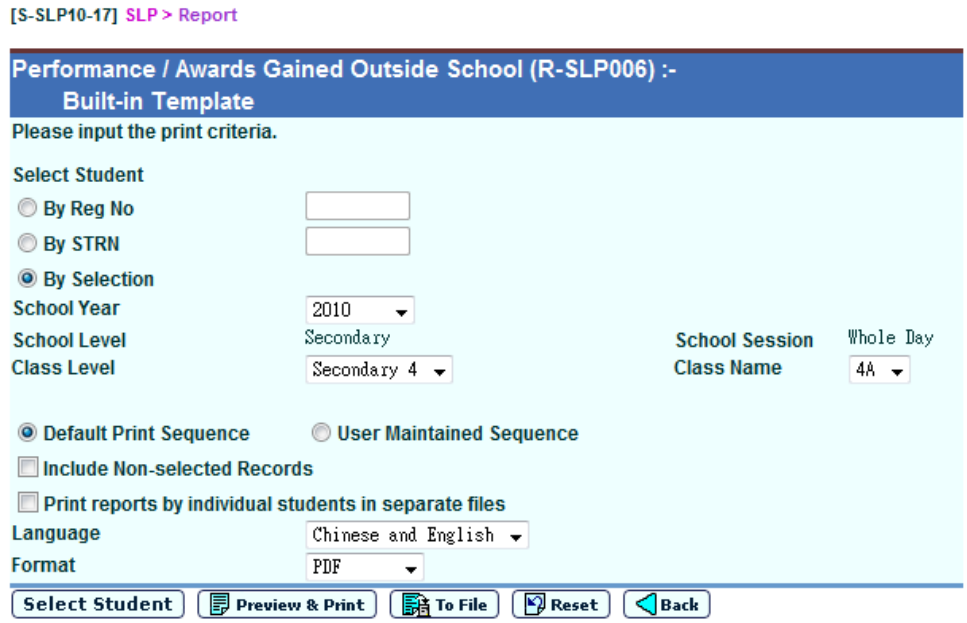

2. Specify the search criteria of the Performance / Awards Gained Outside School.
3. Specify the search criteria by Reg No, STRN or Selection.
4. Specify the School Year, Class Level and Class Name.
5. Specify the Print Sequence, Include Non-selected Records.
6. Select [Print reports by individual students in separate files], system will generate a zipped file containing report for individual students in separate files.
7. Select the format of the report (PDF / Word / RTF / Excel).
8. Click the **[Select Student]** button to select students for Performance / Awards Gained Outside School Report.
9. Click the **[Preview & Print]** button to produce the report.
10. Click the **[To File]** button to save the report into Report Repository.
    i. User is required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

The report will be displayed in a pop-up window which allows user to preview, print and download.

📖 Notes

Option Name	Function
Default Print Sequence	Indicate whether the records are ordered by systems default print sequence.
User Maintained Sequence	Indicate whether the records are ordered by user Maintained sequence.

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Include Non-selected Records	Indicate whether the record should be print even the print sequence of the record is assigned to “0”.
Print reports by individual students in separate files	Generate report in separate files by individual students. Reg No of the student would be used as the file name.

2.6.8 Self-Account (R-SLP007)

📖 Function Description

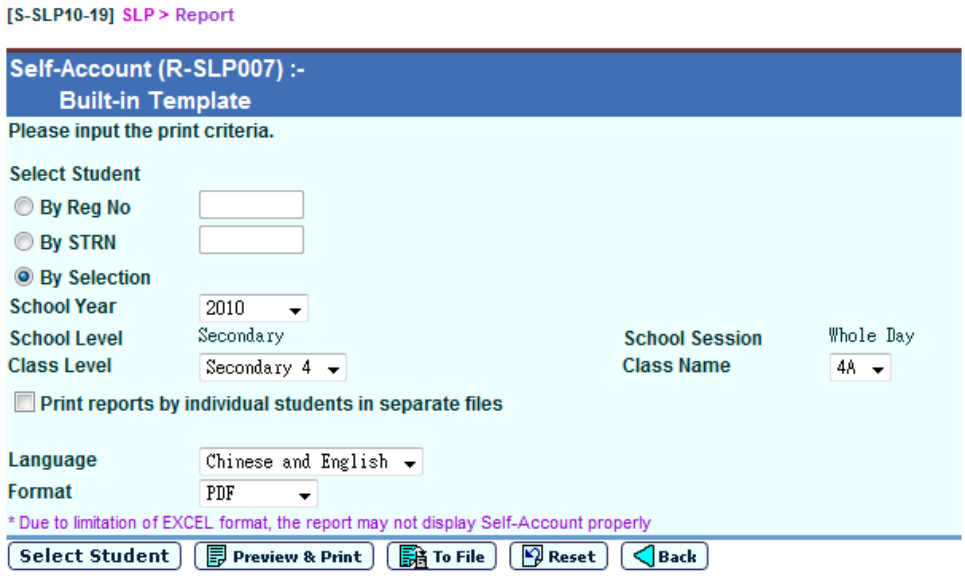
Under the “SLP” report category, this report lists out the Self-Account of students.

📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

🖱 User Procedures

1. Select "Self-Account" from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the search criteria of the Self-Account.
3. Specify the search criteria by Reg No, STRN or Selection.
4. Specify the School Year, Class Level and Class Name.
5. Select [Print reports by individual students in separate files], system will generate a zipped file containing report for individual students in separate files.
6. Select the format of the report (PDF / Word / RTF / Excel).
7. Click the **[Select Student]** button to select students for Self-Account Report.

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8. Click the **[Preview & Print]** button to produce the report.
9. Click the **[To File]** button to save the report into Report Repository.
    i. User is required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

The report will be displayed in a pop-up window which allows user to preview, print and download.

📖 Notes

Option Name	Function
Print reports by individual students in separate files	Generate report in separate files by individual students. Reg No of the student would be used as the file name.

2.6.9 SLP A (R-SLP008)

📖 Function Description

SLP A report will list the student's profile, competencies and specialties. The report will include the following parts:

i. Student Particulars
ii. Academic Performance in School at Senior Secondary Level
iii. Other Learning Experiences
iv. List of Awards and Major Achievements Issued by the School
v. Performance / Awards Gained Outside School
vi. School Chops & Signature(s) by related participant(s).

📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

🖱 User Procedures

1. Select "SLP A" from the report selection page. Click on the template link to go to the report parameter screen.

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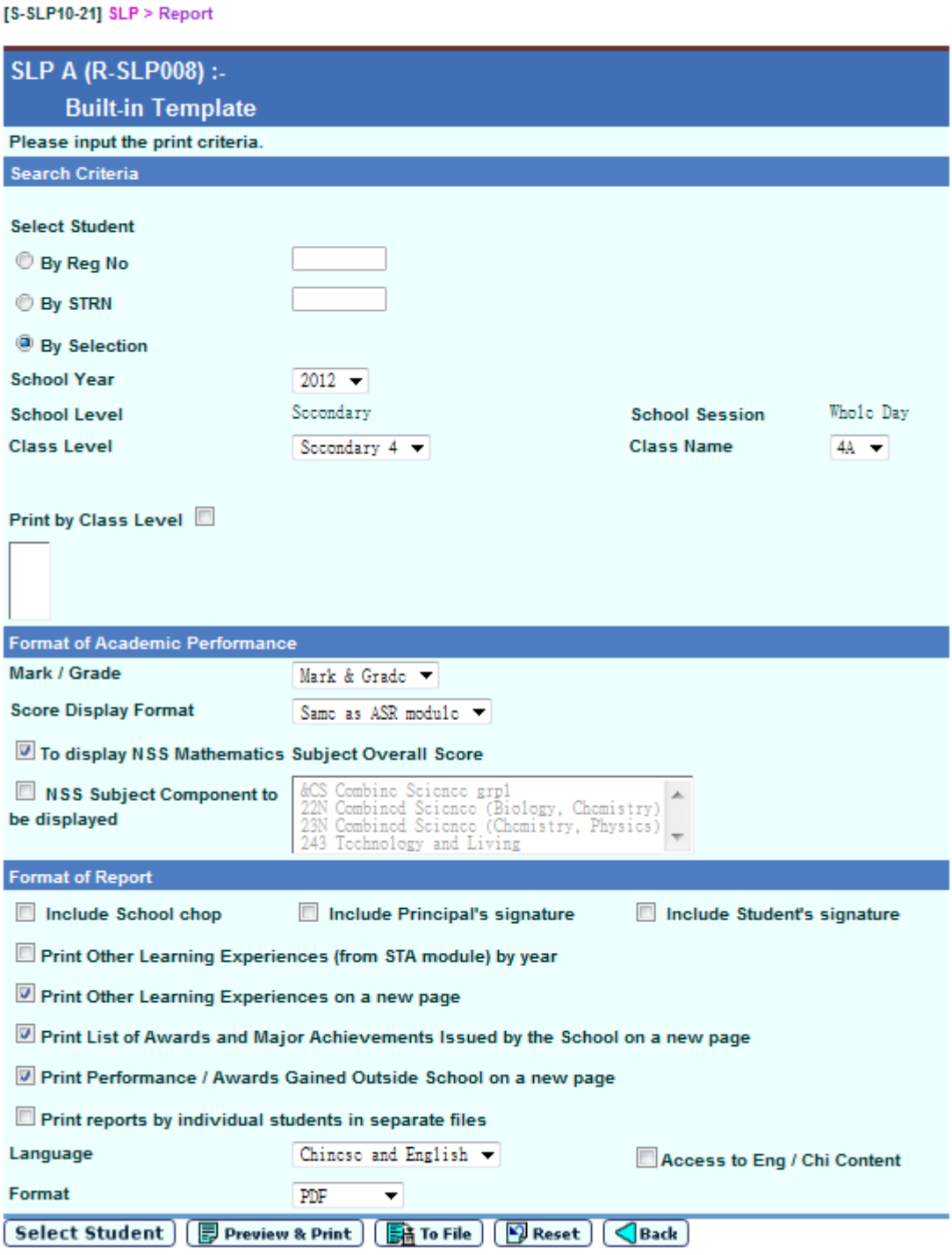

2. Specify the search criteria of the SLP A.
3. Specify the search criteria by Reg No, STRN or Selection.
4. Specify the School Year, Class Level and Class Name.
5. Specify to print the class level(s) of Academic Result, select Print by Class Level, and then select the class level(s) which are needed to print.
6. Specify the Mark / Grade and Access to Eng / Chi Content.
7. Specify Score Display Format (Same as ASR Module, Integer, 1 decimal place, 2 decimal places).

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8. If School Year and Class Level are selected in NSS (i.e. 2009 S4, 2010 S4 and S5, 2011 S4, S5 and S6, after 2011 S4, S5 and S6), the options box of the subject component will be displayed for selection. If subject grouping is setup for NSS subject, the NSS subject will not be shown. The subject grouping, which contains NSS subject and has no subject component, will be shown in the option box of "**NSS Subject Component to be displayed**".
9. Specify Include School chop, Include Principal's signature and Include Student's signature.
10. Select [Print reports by individual students in separate files], system will generate a zipped file containing report for individual students in separate files.
11. Select the format of the report (PDF / Word / RTF / Excel).
12. Click the **[Select Student]** button to select students for SLP A Report.
13. Click the **[Preview & Print]** button to produce the report.
14. Click the **[To File]** button to save the report into Report Repository.
    i. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

The report will be displayed in a pop-up window which allows user to preview, print and download.

📖 Notes

Option Name	**Function**
Print by Class Level	Indicate the class level for printing Academic Result in the report. All class level(s) of Academic Result would be printed if the BLANK option is chosen. Multiple selection is enable.
Mark / Grade	Indicate whether mark only, grade only or all of them should be printed for student's record.
Score Display Format	Indicate the display format of subject / subject component scores.
To display NSS Mathematics Subject Overall Score	This option **i**s only available to the new senior secondary students who are registered from school year 2009 (i.e. 2009 S4, 2010 S4 and S5, 2011 S4, S5 and S6, after 2011 S4, S5 and S6). The corresponding NSS Mathematics full mark, score and grade will be excluded in the report if this option is unchecked.
NSS Subject Component to be displayed	This option is only available to the new senior secondary students who are registered from school year 2009 (i.e. 2009 S4, 2010 S4 and S5, 2011 S4, S5 and S6, after 2011 S4, S5 and S6). User can

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	choose to show NSS Subject components score or not. If subject grouping is setup for NSS subject, the NSS subject will not be shown. The subject grouping, which contains NSS subject and has no subject component, will be shown in the option box of "NSS Subject Component to be displayed". For the subject grouping which is associated with a NSS subject or a subject grouping containing NSS subject, it will be displayed under NSS subject / subject grouping.
Include School Chop, Include Principal's signature and Include Student's signature	Principal's signature, Student's signature, and School chop will be added according to the selection in the report screen layout.
Print Other Learning Experiences (from STA module) by year	If the user clicks it, report would split the school year of coded OLE records if a student participated in the activity for more than one year, with the corresponding role, components, partner organization and awards attached. Otherwise, the report would print all the OLE records without splitting the school year.
Print Other Learning Experiences on a new page	If the user clicks it, the section will be printed in a new page. Otherwise, it will be appended to the previous section.
Print List of Awards and Major Achievements Issued by the School on a new page	If the user clicks it, the section will be printed in a new page. Otherwise, it will be appended to the previous section.
Print Performance / Awards Gained Outside School on a new page	If the user clicks it, the section will be printed in a new page. Otherwise, it will be appended to the previous section.
Print reports by individual students in separate files	Generate report in separate files by individual students. Reg No of the student would be used as the file name.
Access to Eng / Chi Content	Indicate whether Chinese content will print when English is not available and vice versa.

1. Student Particular
    i. Data will be retrieved from Student module.

2. Academic Achievements
    i. Score from S4 to S6 will be printed, if a student repeats, records of up to 6 years could be printed.
    ii. For the print option "Print by Class Level", if blank option is selected, all records (up to 6 years) of the selected student will be printed. Otherwise, the report would print the selected class level only.
    iii. Use Annual scores consolidated in ASR module.
    iv. Student subject's "Name of Project / Extension Activities / Programmes" will be printed.
    v. For the records of absent, dropped, exempted and not assigned, respected words will be used.

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vi. 4 types of layout
    1. 1 to 3 columns with same Full Marks
    2. 1 to 6 columns with same Full Marks (For repeating students only).
    3. 1 to 3 columns with different Full Marks
    4. 1 to 6 columns with different Full Marks (For repeating students only).
    5. When full marks for every subject across S4 to S6 is
        - The same – use 1 column for Full Mark
        - Different – list out each year Full Mark

vii. The order of the subjects printed will follow the print sequence assigned by the user, subjects with print sequence value "0" will not be printed.

viii. APL subject will be included in the reports when the print sequence is not '0'.

ix. Print either "Marks", "Grades" or "Marks and Grades" depends on user selected. In case information is not available, e.g. user selects print Marks, but the subject is assessed by Grade only, the corresponding logic used in ASR report card will be used.

x. Subject marks will be display in integer, 1 decimal place or 2 decimal places. It is depends on user selection of the "Score Display Format".

xi. Subject components score will be included in the reports when NSS Subject Component is selected.

xii. Before printing the report, message will be shown to remind the user to make sure scores have been consolidated in ASR module.

3. Other Learning Experiences

    i. Only print student's activity when the SLP Print Sequence is not '0'.

    ii. All OLE data from all data sources (from STA and SLP module) would be listed.

    iii. Retrieve all records for the student and group the records by STA. STA with different description among duration or school year will be treated as 2 different STA.

    iv. Even student only participated in one duration of the school year, the STA record will be printed.

    v. For the print option "Print by Class Level", if blank option is selected, all records (S4 – S6) of the selected student will be printed. Otherwise, the report would print the selected class level only.

4. List of Awards and Major Achievements Issued by the School

    i. Only print student's award event when the SLP Print Sequence is not '0' and the SLP readable Indicator is on for the award of the student.

    ii. No grouping is needed for the same award event (i.e. all records will be listed even the same award event has been awarded multiple times).

    iii. For the print option "Print by Class Level", if blank option is selected, all records (S4 – S6) of the selected student will be printed. Otherwise, the report would print the selected class level only.

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5. Performance / Awards Gained Outside School
    i. Only record with non-zero “SLP Print Sequence” will be printed.

6. School Chop, principal’s name & signature and student’s name & signature will be included in the reports when their check box is selected.

2.6.10 SLP B (R-SLP009)

📖 Function Description

SLP B report will list the student's profile, competencies and specialties. The report will include the following parts:

i. Student Particulars
ii. Academic Performance in School at Senior Secondary Level
iii. Other Learning Experiences
iv. List of Awards and Major Achievements Issued by the School
v. Performance / Awards Gained Outside School
vi. Student's Self-Account
vii. School Chops & Signature(s) by related participant(s).

📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

🖱 User Procedures

1. Select "SLP B" from the report selection page. Click on the template link to go to the report parameter screen.

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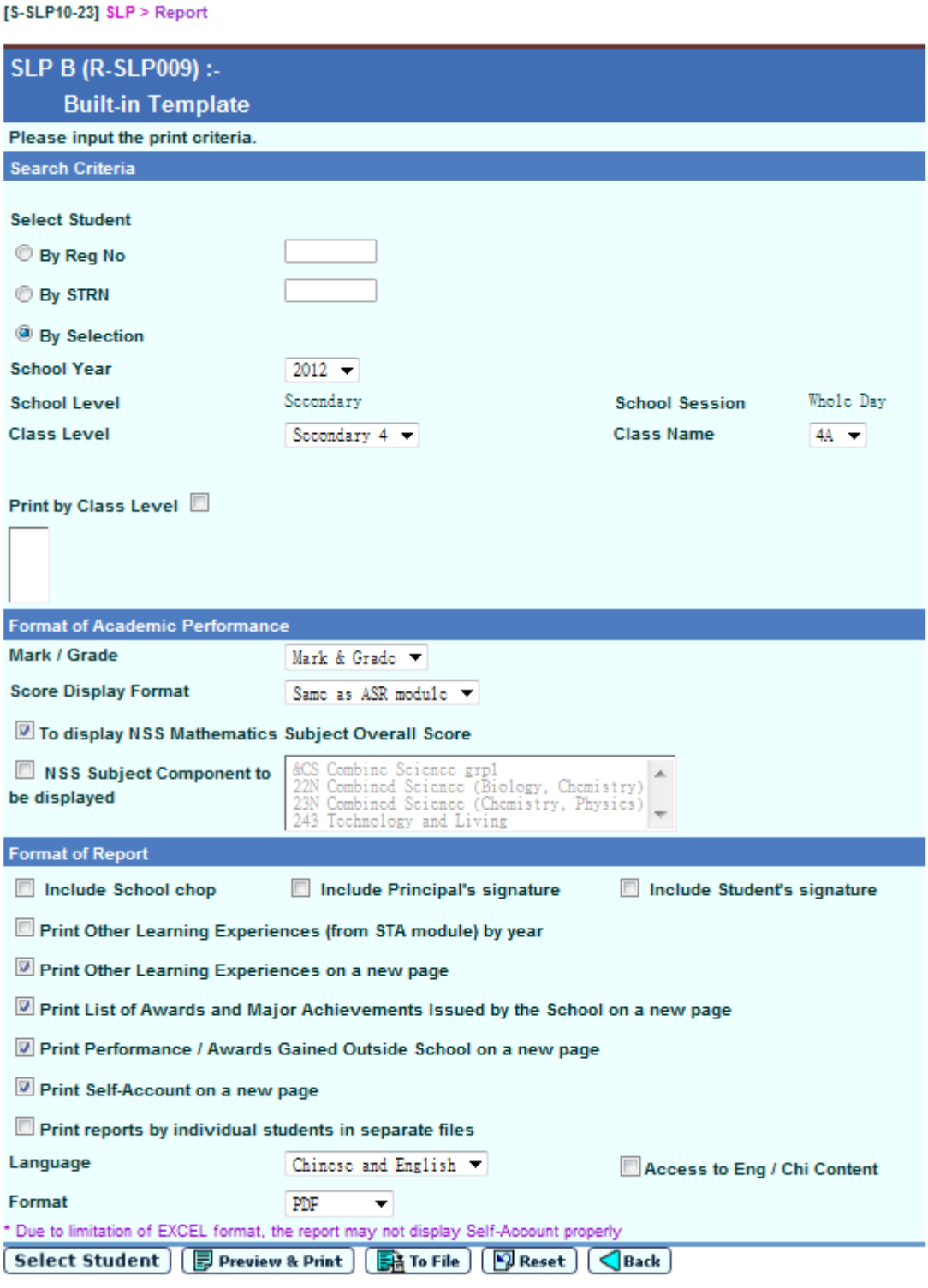

2. Specify the search criteria of the SLP B.
3. Specify the search criteria by Reg No, STRN or Selection.
4. Specify the School Year, Class Level and Class Name.
5. Specify to print the class level(s) of Academic Result, select Print by Class Level, and then select the class level(s) which are needed to print.
6. Specify the Mark / Grade and Access to Eng / Chi Content.

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7. Specify Score Display Format (Same as ASR Module, Integer, 1 decimal place, 2 decimal places).
8. If School Year and Class Level are selected in NSS (i.e. 2009 S4, 2010 S4 and S5, 2011 S4, S5 and S6, after 2011 S4, S5 and S6), the options box of the subject component will be displayed for selection. If subject grouping is setup for NSS subject, the NSS subject will not be shown. The subject grouping, which contains NSS subject and has no subject component, will be shown in the option box of "**NSS Subject Component to be displayed**".
9. Specify Include School chop, Include Principal's signature and Include Student's signature.
10. Select [Print reports by individual students in separate files], system will generate a zipped file containing report for individual students in separate files.
11. Select the format of the report (PDF / Word / RTF / Excel).
12. Click the **[Select Student]** button to select students for SLP B Report.
13. Click the **[Preview & Print]** button to produce the report.
14. Click the **[To File]** button to save the report into Report Repository.
    i. User is required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository

📖 Post-effects

The report will be displayed in a pop-up window which allows user to preview, print and download.

📖 Notes

Option Name	**Function**
Print by Class Level	Indicate the class level for printing Academic Result in the report. All class level(s) of Academic Result would be printed if the BLANK option is chosen. Multiple selection is enable.
Mark / Grade	Indicate whether mark only, grade only or all of them should be printed for student's record.
Score Display Format	Indicate the display format of subject / subject component scores.
To display NSS Mathematics Subject Overall Score	This option **i**s only available to the new senior secondary students who are registered from school year 2009 (i.e. 2009 S4, 2010 S4 and S5, 2011 S4, S5 and S6, after 2011 S4, S5 and S6). The corresponding NSS Mathematics full mark, score and grade will be excluded in the report if this option is unchecked.
NSS Subject Component to be displayed	This option is only available to the new senior secondary students who are registered from school

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	year 2009 (i.e. 2009 S4, 2010 S4 and S5, 2011 S4, S5 and S6, after 2011 S4, S5 and S6). User can choose to show NSS subject components score or not. If subject grouping is setup for NSS subject, the NSS subject will not be shown. The subject grouping, which contains NSS subject and has no subject component, will be shown in the option box of "NSS Subject Component to be displayed". For the subject grouping which is associated with a NSS subject or a subject grouping containing NSS subject, it will be displayed under NSS subject / subject grouping.
Include School Chop, Include Principal's signature and Include Student's signature	Principal's signature, Student's signature, and School chop will be added according to the selection in the report screen layout.
Print Other Learning Experiences (from STA module) by year	If the user clicks it, report would split the school year of coded OLE records if a student participated in the activity for more than one year, with the corresponding role, components, partner organization and awards attached. Otherwise, the report would print all the OLE records without splitting the school year.
Print Other Learning Experiences on a new page	If the user clicks it, the section will be printed in a new page. Otherwise, it will be appended to the previous section.
Print List of Awards and Major Achievements Issued by the School on a new page	If the user clicks it, the section will be printed in a new page. Otherwise, it will be appended to the previous section.
Print Performance / Awards Gained Outside School on a new page	If the user clicks it, the section will be printed in a new page. Otherwise, it will be appended to the previous section.
Print Self-Account on a new page	If the user clicks it, the section will be printed in a new page. Otherwise, it will be appended to the previous section.
Print reports by individual students in separate files	Generate report in separate files by individual students. Reg No of the student would be used as the file name.
Access to Eng / Chi Content	Indicate whether Chinese content will print when English is not available and vice versa.

1. Student Particular
    i. Data will be retrieved from Student module.

2. Academic Achievements
    i. Scores from S4 to S6 will be printed, if a student repeats, records of up to 6 years could be printed.
    ii. For the print option "Print by Class Level", if blank option is selected, all records (up to 6 years) of the selected student will be printed. Otherwise, the report would print the selected class level only.
    iii. Use Annual scores consolidated in ASR module.

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iv. Student subject's "Name of Project / Extension Activities / Programmes" will be printed.

v. For the records of absent, dropped, exempted and not assigned, respected words will be used.

vi. 4 types of layout

1. 1 to 3 columns with same Full Marks
2. 1 to 6 columns with same Full Marks (For repeating students only)
3. 1 to 3 columns with different Full Marks
4. 1 to 6 columns with different Full Marks(For repeating students only)
5. When full marks for every subject across S4 to S6 is
   - The same – use 1 column for Full Mark
   - Different – list out each year Full Mark

vii. The order of the subjects printed will follow the print sequence assigned by the user, subjects with print sequence "0" will not be printed.

viii. APL subject will be included in the reports when the print sequence is not '0'.

ix. Print either "Marks", "Grades" or "Marks and Grades" according to user selected. In case information is not available, e.g. user selects print Marks, but the subject is assessed by Grade only, the corresponding logic used in ASR report card will be used.

x. Subject marks will be display in integer, 1 decimal place or 2 decimal places. It is depends on user selection of the "Score Display Format".

xi. Subject components score will be included in the reports when NSS Subject Component is selected.

xii. The Name of Key Projects will be display on the last column of the section.

xiii. Before printing the report, message will be shown to remind the user to make sure scores have been consolidated in ASR module.

3. Other Learning Experiences

i. Only print student's activity when the SLP Print Sequence is not '0'.

ii. All OLE data from all data sources (from STA and SLP module) would be listed.

iii. Retrieve all records for the student and group the records by STA. STA with different description among duration or school year will be treated as 2 different STA.

iv. Even student only participated in one duration of the school year, the STA record will be printed.

v. For the print option "Print by Class Level", if blank option is selected, all records (S4 – S6) of the selected student will be printed. Otherwise, the report would print the selected class level only.

4. List of Awards and Major Achievements Issued by the School

i. Only print student's award event when the SLP Print Sequence is not '0' and the SLP readable Indicator is on for the award of the student.

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ii. No grouping is needed for same award event (i.e. all records will be listed even the same award event has been awarded multiple times).

iii. For the print option “Print by Class Level”, if blank option is selected, all records (S4 – S6) of the selected student will be printed. Otherwise, the report would print the selected class level only.

5. Performance / Awards Gained Outside School

   i. Only record with non-zero “SLP Print Sequence” will be printed

6. School Chop, principal’s name & signature and student’s name & signature will be included in the reports when their check box is selected.

2.6.11 Checklist on the Lists of Awards and Major Achievements Issued by the School (R-SLP010)

📖 Function Description

This report lists out the awards and major achievements issued by school of students.

📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

🖱 User Procedures

1. Select “Checklist on the Lists of Awards and Major Achievements Issued by the School” from the report selection page. Click on the template link to go to the report parameter screen.

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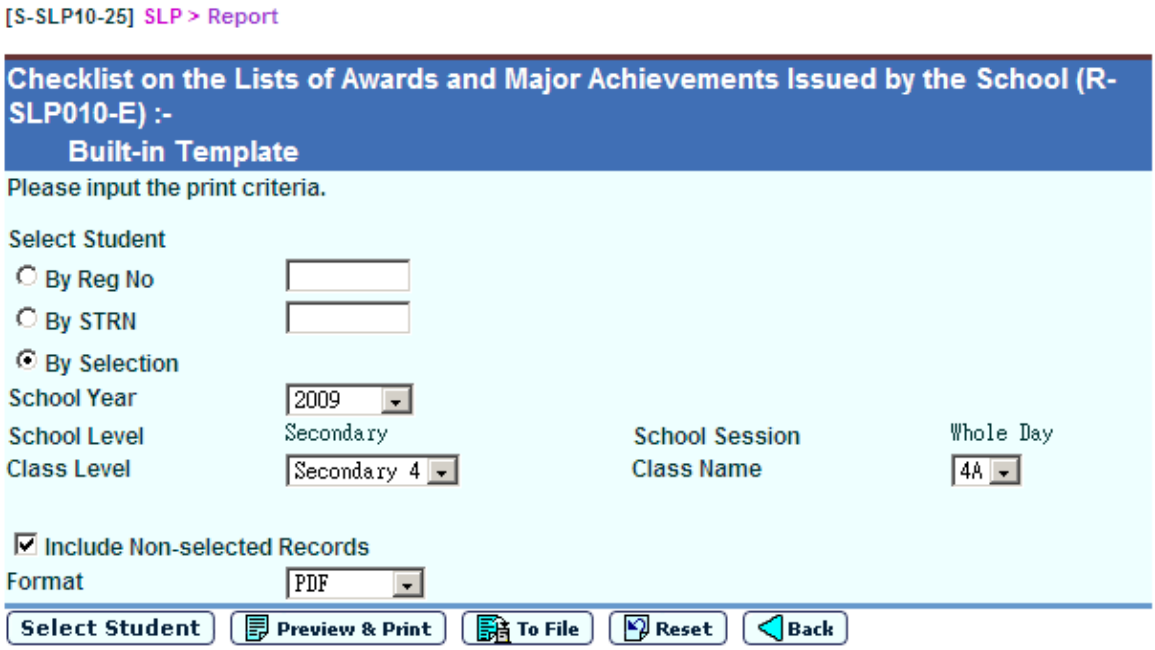

2. Specify the search criteria of the Checklist on the Lists of Awards and Major Achievements Issued by the School.
3. Specify the search criteria by Reg No, STRN or Selection.
4. Specify the School Year, Class Level and Class Name.
5. Specify the Include Non-selected Records.
6. Select the format of the report (PDF / Word / RTF / Excel).
7. Click the **[Select Student]** button to select students for Checklist on the Lists of Awards and Major Achievements Issued by the School Report.
8. Click the **[Preview & Print]** button to produce the report.
9. Click the **[To File]** button to save the report into Report Repository.
    i. User is required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

🕮 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

🕮 Notes

Option Name	Function
Include Non-selected Records	Indicate whether the record should be print even the print sequence of the record is assigned to “0”.

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2.7 JUPAS Application

2.7.1 Gen Student List

📖 Function Description

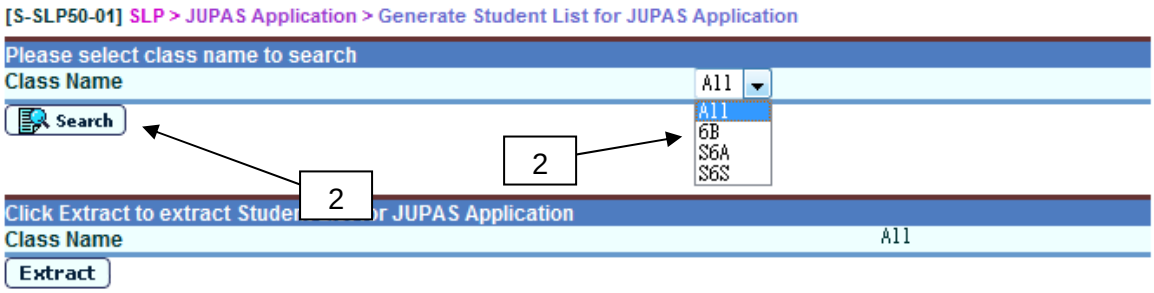
User can maintain active S6 student data of current school year and extract them as Student List for JUPAS Application in Excel format.

📖 Pre-requisites

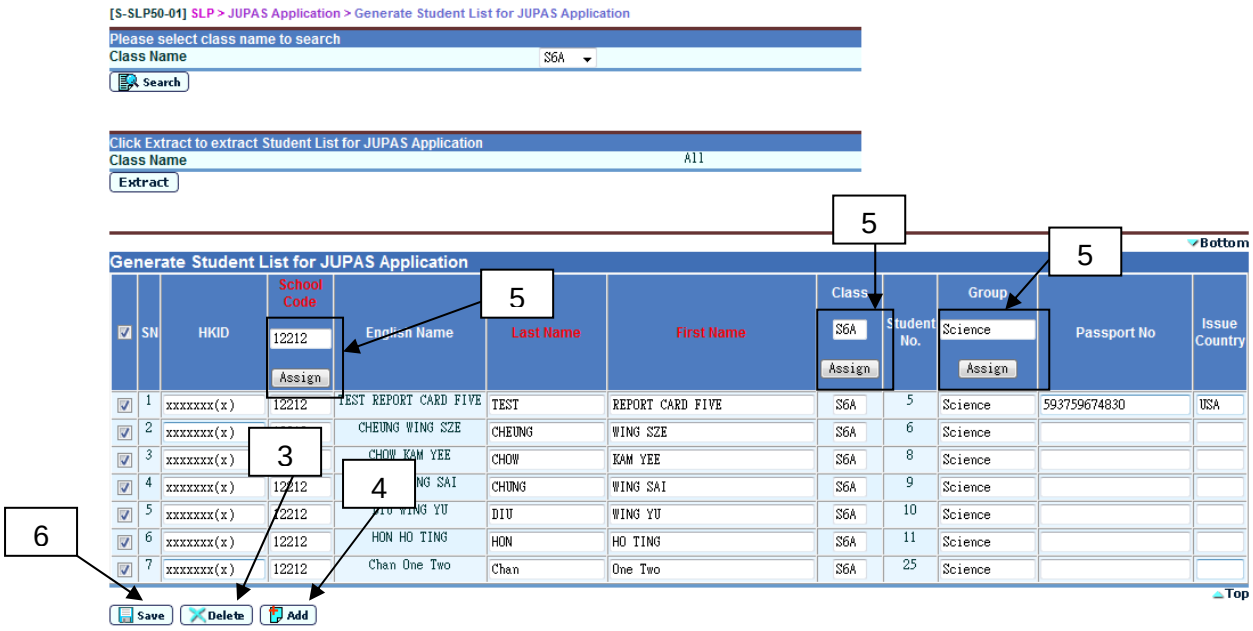
N/A

🖱 User Procedures

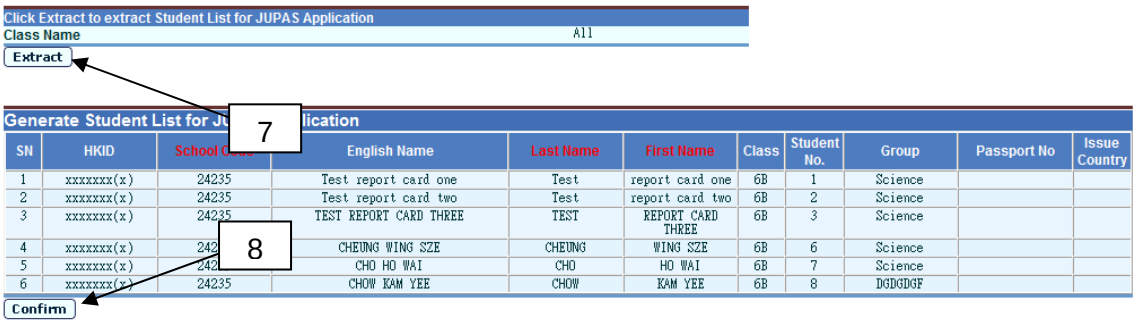
1. User start from selecting **[SLP]** → **[JUPAS Application]** → **[Gen Student List]** on the left menu.



2. User selects **Class Name** from dropdown list and click **[Search]** button to search for Student List:
    1) For active student with no student list data maintained, data are extracted from Student module and School module.
    2) For other students with student list data maintained, user-maintained data are displayed.



3. User checks the checkboxes of student record and click **[Delete]** to remove those students from the student list. Deleted student record will be dimmed and user cannot edit it.
4. User checks the checkboxes of dimmed records then click **[Add]** to add students back to the student list. The student record will be activated and is ready for maintenance.
5. User checks the checkboxes, fill in the textbox at **School Code**, **Class** or **Group** column header and then click **[Assign]** button to assign the School Code, Class Name and Group to all selected and non-dimmed rows.
6. After editing the page, click **[Save]** and all the maintained records will be saved to Student List.



SN	HKID	School Code	English Name	Last Name	First Name	Class	Student No.	Group	Passport No	Issue Country
1	xxxxxxx(x)	24235	Test report card one	Test	report card one	6B	1	Science		
2	xxxxxxx(x)	24235	Test report card two	Test	report card two	6B	2	Science		
3	xxxxxxx(x)	24235	TEST REPORT CARD THREE	TEST	REPORT CARD THREE	6B	3	Science		
4	xxxxxxx(x)	242	CHEUNG WING SZE	CHEUNG	WING SZE	6B	6	Science		
5	xxxxxxx(x)	242	CHO HO WAI	CHO	HO WAI	6B	7	Science		
6	xxxxxxx(x)	24235	CHOW KAM YEE	CHOW	KAM YEE	6B	8	DGDGDGF		

7. After maintained all student in all classes, user can click **[Extract]** to review a full list of Student List maintained for current school year.
8. After reviewing full list of Student List maintained, user can click **[Confirm]** to extract the Student List in Excel format.

Post-effects

Student List for submitting to JUPAS office is extracted.

Notes

1. When there is no maintained student of a specific class in that school year, system will mark all students of that class as Added by default, school should delete any unwanted students and update information for other students before saving the Student List.
2. Warning message will be shown when any maintained student is graduated or departed, user should consider removing them from Student List.
3. Changes to the Student List are not applied until user click **[Save]**.
4. Class Teacher has right to edit his/her class(es) only and has no right to do extraction of Student List.
5. Chinese characters are not allowed for Student List.
6. The extraction can be done more than once.
7. System will perform validation when user saves the Student List:
    1) Same school code is filled in for listed students.
    2) School Code must be 5 digits number.

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3) Alphabets must be in capital letter for HKID.
4) Mandatory fields are not empty – School Code, Last Name and First Name.
5) Class name cannot exceed length of 3.
6) Group cannot exceed length of 10.
7) Issue Country must be in length of 3.
8) Either HKID or Passport Number with Issue Country must be filled in for a student.

8. System will perform validation when user extracts the Student List:
   1) Same school code is used for all students in Student List.

2.7.2 Import Data File

📖 Function Description

User can import the following 2 data files which are downloaded from JUPAS into WebSAMS:

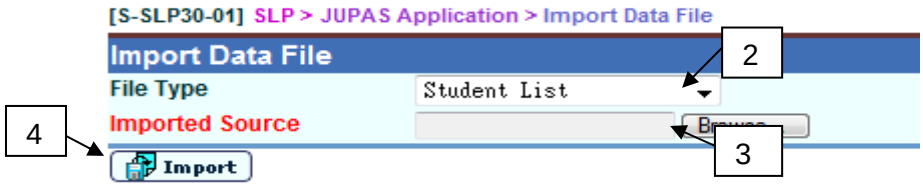
1) Student List
2) DSE Subject Code File

📖 Pre-requisites

Data file(s) downloaded from JUPAS is (are) ready.

🖱 User Procedures

1. Click **[SLP]** → **[JUPAS Application]** → **[Import Data File]** on the left menu.



2. Select **File Type** from dropdown list:
   1) Student List
   2) DSE Subject Code File
3. Click **[Browse]** button to specify the location of source file.
4. Click **[Import]** button to import the specific data file.
5. If the **File Type** is “Student List”:
   1) The exception records are listed out.
   2) Click **[Proceed]** button to continue.

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[S-SLP30-02] SLP > JUPAS Application > Import Data File

Warning: The following WebSAMS student(s) has(have) no matched record(s) in JUPAS's Student List:

Eng Name	Class	Cls No	HKID	Ident Doc No	JUPAS data maintained
Chan BB ZZ	6B	11		H12345678	N
Wong BB YY	6B	12		H20000000	N
Wong BB WW	S6S	42			N

Warning: There is/are 3 student record(s) in JUPAS's Student List cannot be found in WebSAMS.

Proceed Back

3) The matched records are listed out for user's confirmation. Record having same HKID and English Name is selected by default.

4) Select the applicable student mapping.

[S-SLP31-01] SLP > JUPAS Application > Student Mapping

Student Mapping

WebSAMS				JUPAS				
Eng Name	Class	Cls No	HKID / Passport No	Application No	Last Name	First Name	HKID / Passport No	☐
chong	S6S	40	Y6046469	19012582		chong	Y6046469	☐
wong	S6S	45	Y645494A	19012587		wong	Y645494A	☐
BHFUSG BMS			Q9176636	19012345	BHFUSG	BMS	Q9176636	☑
Lee BB WW	6B	1	Y686546A	19012346	Lee	BB WW	Y686546A	☑
Lee BB EE	6B	2	Z3989209	19012347	Lee	BB EE	Z3989209	☑
Lee BB FF	6B	3	Z3989829	19012348	Lee	BB FF	Z3989829	☑
Ng AA UU	6B	4	Z3995535	19012349	Ng	AA UU	Z3995535	☑

Confirm Preview & Print Back

5) Click **[Confirm]** button to import the records.

📖 Post-effects

1. Data file is imported into WebSAMS.
2. The existing records will be fully replaced after each successful import.
3. If the **File Type** is "Student List":
    1) All or parts of JUPAS applicants come from Student List are mapped to S6 students of WebSAMS.
    2) The unmapped applicants are NOT able to maintain School Reference Report.
    3) User can generate report "Exception Report For Import Student List (R-SLP034-E)" for reviewing the exception records in the data file.

📖 Notes

1. System will perform validation on the data file according to specification:
    1) Student List: Application Number and School Code cannot be blank; all students should share the SAME school code.

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2) DSE Subject Code File: Subject Code and Subject Name cannot be blank.

2. The imported DSE subject code cannot be deleted.
3. For importing Student List, system will map JUPAS applicants to S6 students of WebSAMS joining by Application number, then by HKID, where HKID is not available, Passport number.

2.7.3 Student Mapping

📖 Function Description

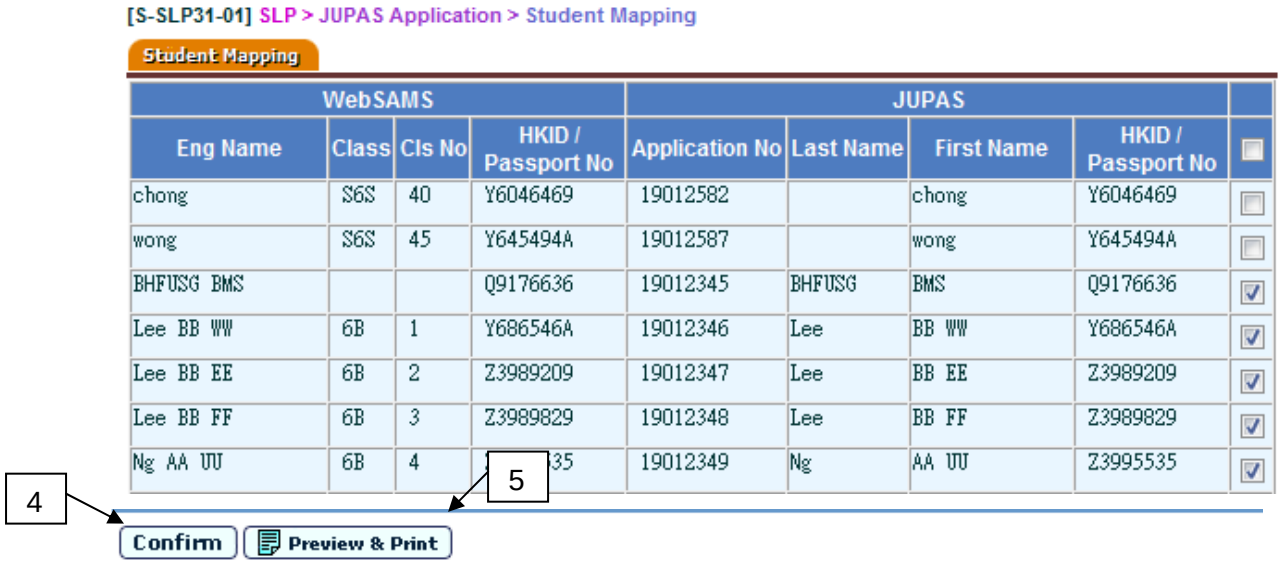
User can choose the applicable mapping between JUPAS applicants to S6 students of WebSAMS.

📖 Pre-requisites

The Student List is imported successfully.

🖱 User Procedures

1. Click **[SLP]** → **[JUPAS Application]** → **[Student Mapping]** on the left menu.
2. Click the **[Student Mapping]** tag.


[S-SLP31-01] SLP > JUPAS Application > Student Mapping
Student Mapping
WebSAMS
JUPAS
Eng Name
Class
Cls No
HKID / Passport No
Application No
Last Name
First Name
HKID / Passport No
chong S6S 40 Y6046469 19012582 chong Y6046469
wong S6S 45 Y645494A 19012587 wong Y645494A
BHFUSG BMS Q9176636 19012345 BHFUSG BMS Q9176636
Lee BB WW 6B 1 Y686546A 19012346 Lee BB WW Y686546A
Lee BB EE 6B 2 Z3989209 19012347 Lee BB EE Z3989209
Lee BB FF 6B 3 Z3989829 19012348 Lee BB FF Z3989829
Ng AA UU 6B 4 19012349 Ng AA UU Z3995535
4
5
Confirm
Preview & Print

3. Select the applicable mapping.
4. Click **[Confirm]** button to save the mapping.
5. Click **[Preview & Print]** button to print out the report “Result of Student Mapping (R-SLP035)” to review the result of student mapping.

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Post-effects

1. All or parts of JUPAS applicants come from Student List are mapped to S6 students of WebSAMS.
2. The unmapped applicants are not able to maintain School Reference Report.

Notes

N/A

2.7.4 Import Personal and General Abilities

Function Description

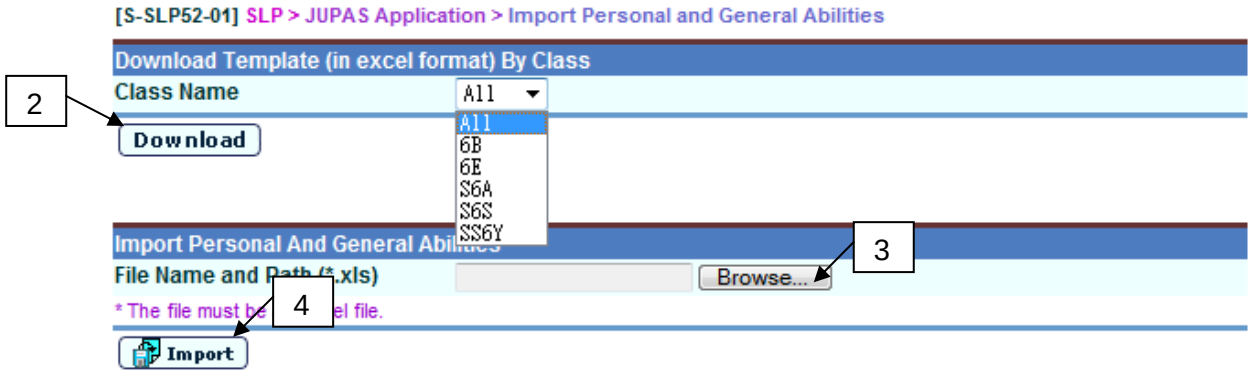
User can import and maintain Personal and General Abilities for S6 students of WebSAMS.

Pre-requisites

Student List is imported into WebSAMS.

User Procedures

1. Click **[SLP]** → **[JUPAS Application]** → **[Import Personal and General Abilities]** on the left menu.



2. Select a S6 class or all S6 classes and click **[Download]** button to download the excel template for user to maintain Personal and General Abilities for selected students.
3. Click **[Browse]** button and select the prepared excel file from local.
4. Click **[Import]** button to import the file.
5. A summary page with students' Personal and General Abilities listed is shown for user to modify the records.

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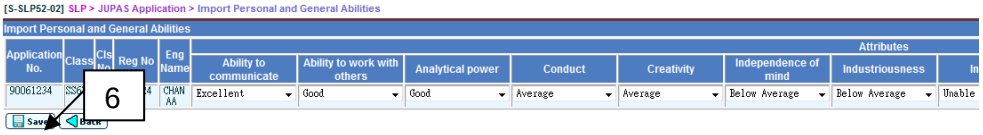
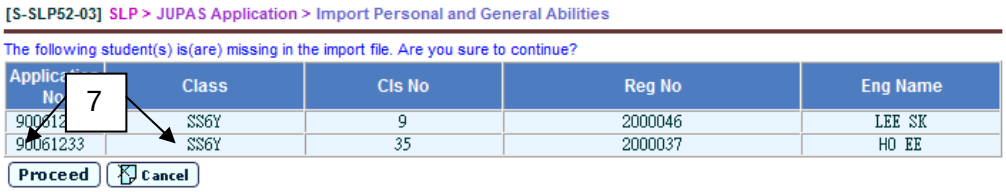
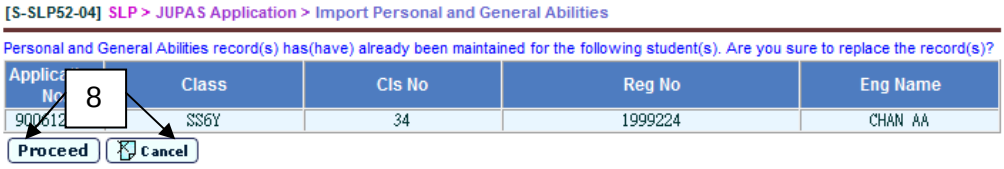


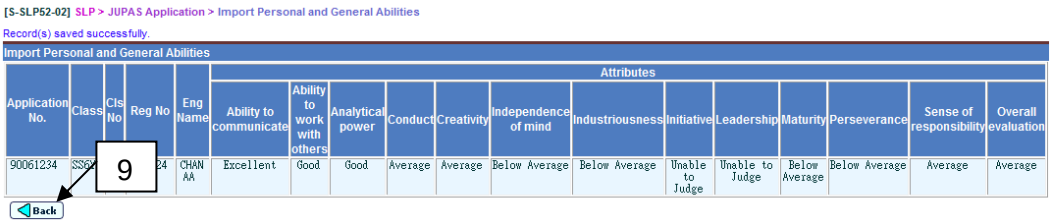
6. Click **[Save]** button to save the records.



7. After **[Save]** button is clicked, system would check if any student of the selected class(es) is missing in the import file. A page would list the missing students and user can click **[Proceed]** or **[Cancel]** button to continue or abort.



8. If **[Proceed]** button is clicked, system would check if any student's Personal and General Abilities records already exist. If records exist, a page would list the students who have Personal and General Abilities records already and user can click **[Proceed]** or **[Cancel]** button to replace the existing records or abort.



9. If **[Proceed]** button is clicked, system would save the records and display a summary of imported records. User can click **[Back]** button to import another file.

🕮 Post-effects

1. All records in the excel file are saved and these records can be enquired and maintained through Maintain Personal and General Abilities function.

🕮 Notes

1. Class, Class No, Registration No. and English Name should be matched with S6 student and the values of attributes must be '0','1','2','3' or '4'.
2. Class teacher could only import the student records of his/her own class(es).
3. Partial import of records is not allowed.

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2.7.5 School Reference Report

2.7.5.1 Setting Range for Overall Rating

📖 Function Description

User can set default relation between percentile / score and overall rating for percentile / score and overall rating of academic performance.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[SLP]** → **[JUPAS Application]** → **[School Reference Report]** on the left menu.
2. Click the **[Setting Range for Overall Rating]** tag.

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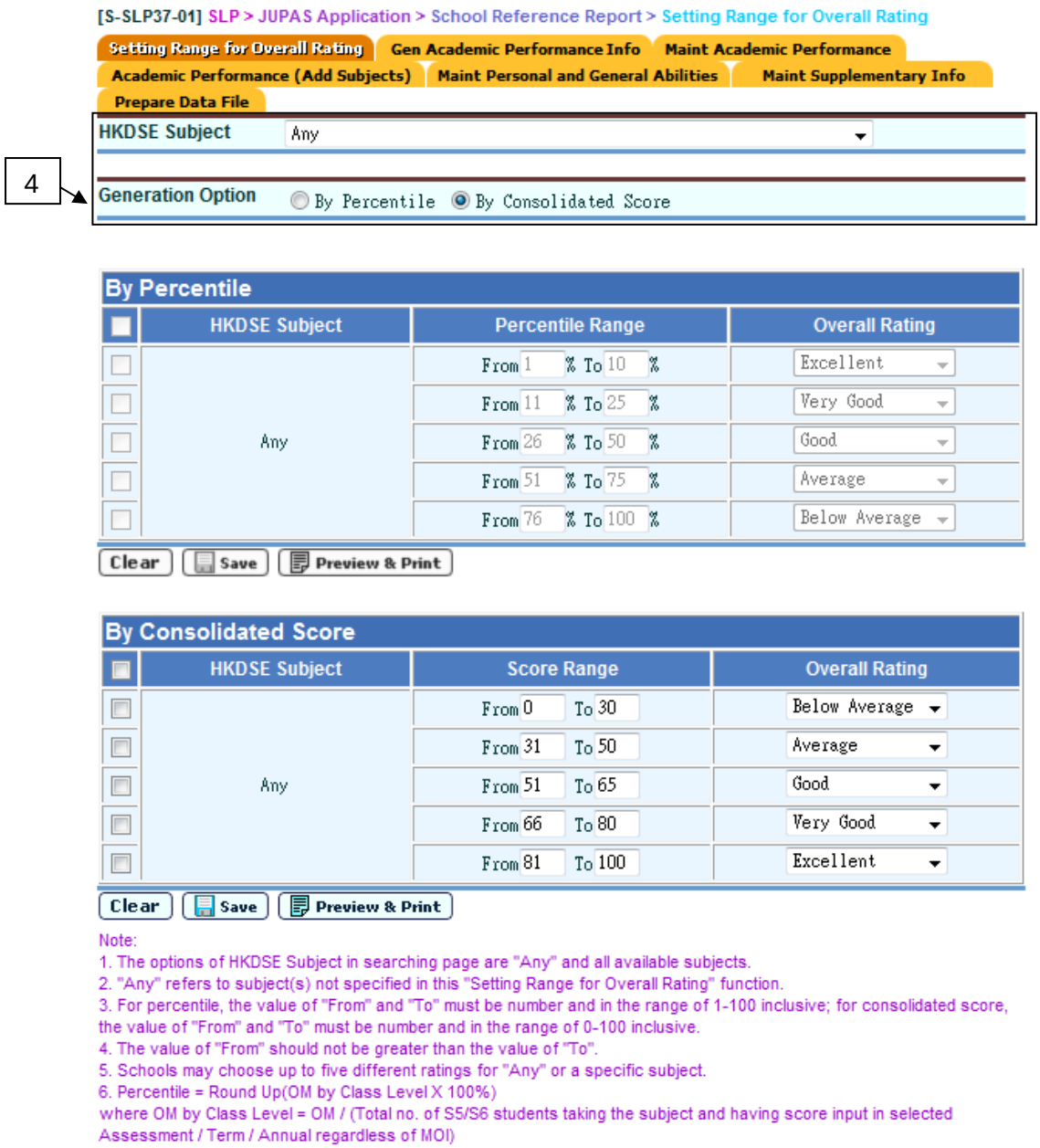

Note:
1. The options of HKDSE Subject in searching page are "Any" and all available subjects.
2. "Any" refers to subject(s) not specified in this "Setting Range for Overall Rating" function.
3. For percentile, the value of "From" and "To" must be number and in the range of 1-100 inclusive; for consolidated score, the value of "From" and "To" must be number and in the range of 0-100 inclusive.
4. The value of "From" should not be greater than the value of "To".
5. Schools may choose up to five different ratings for "Any" or a specific subject.
6. Percentile = Round Up(OM by Class Level X 100%)
where OM by Class Level = OM / (Total no. of S5/S6 students taking the subject and having score input in selected Assessment / Term / Annual regardless of MOI)

3. The page shows the settings of Percentile / Consolidated Score and Overall Rating for any subject by default.
4. To change the setting of specified HKDSE subject, select the HKDSE subject from dropdown.
5. The page shows the setting of the selected HKDSE subject.

   If the Generation Option is 'By Percentile', user can edit the By Percentile's part and By Consolidated Score's part is disabled.

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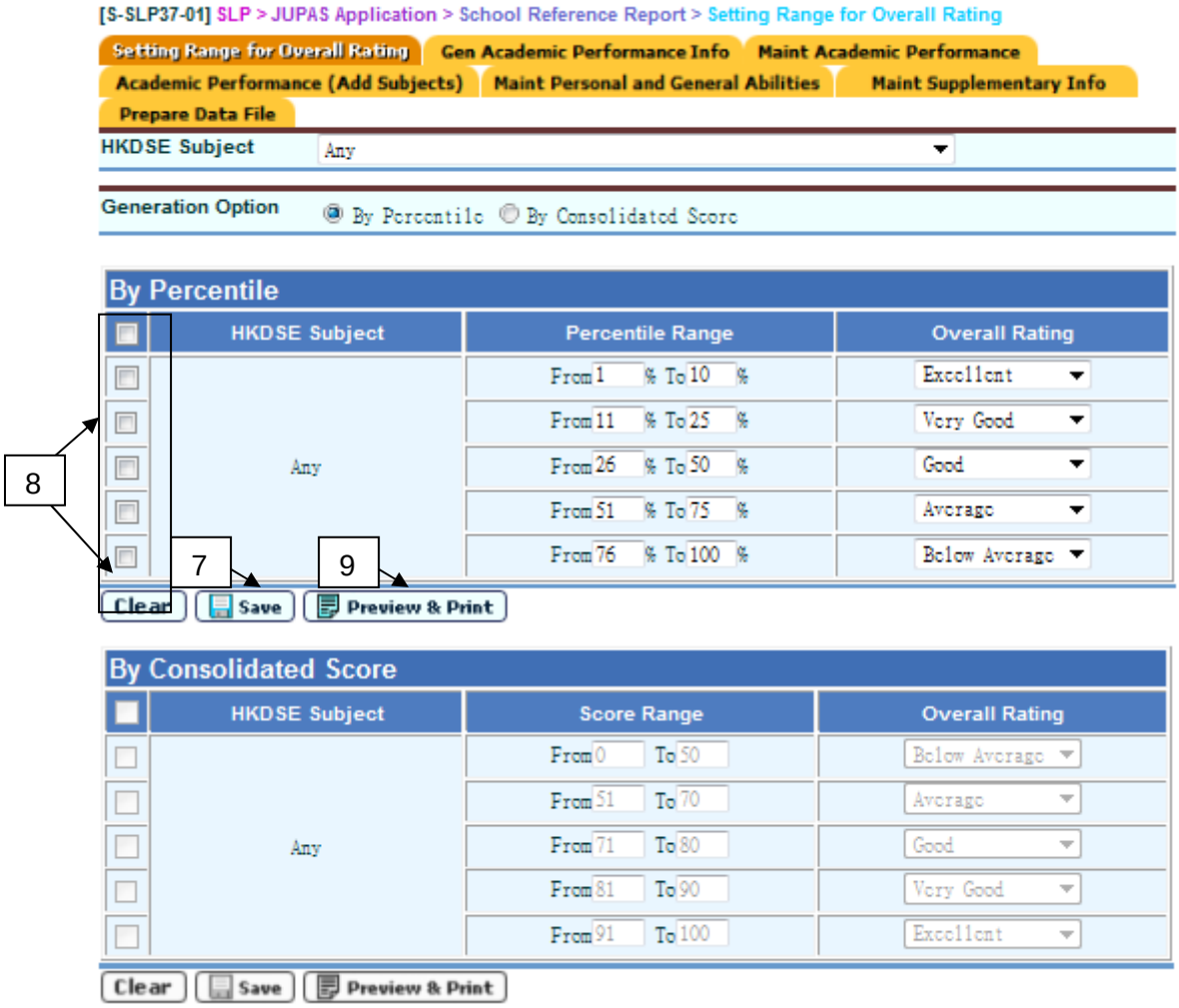

If the Generation Option is 'By Consolidated Score', user can edit the By Consolidated Score's part and By Percentile's part is disabled.

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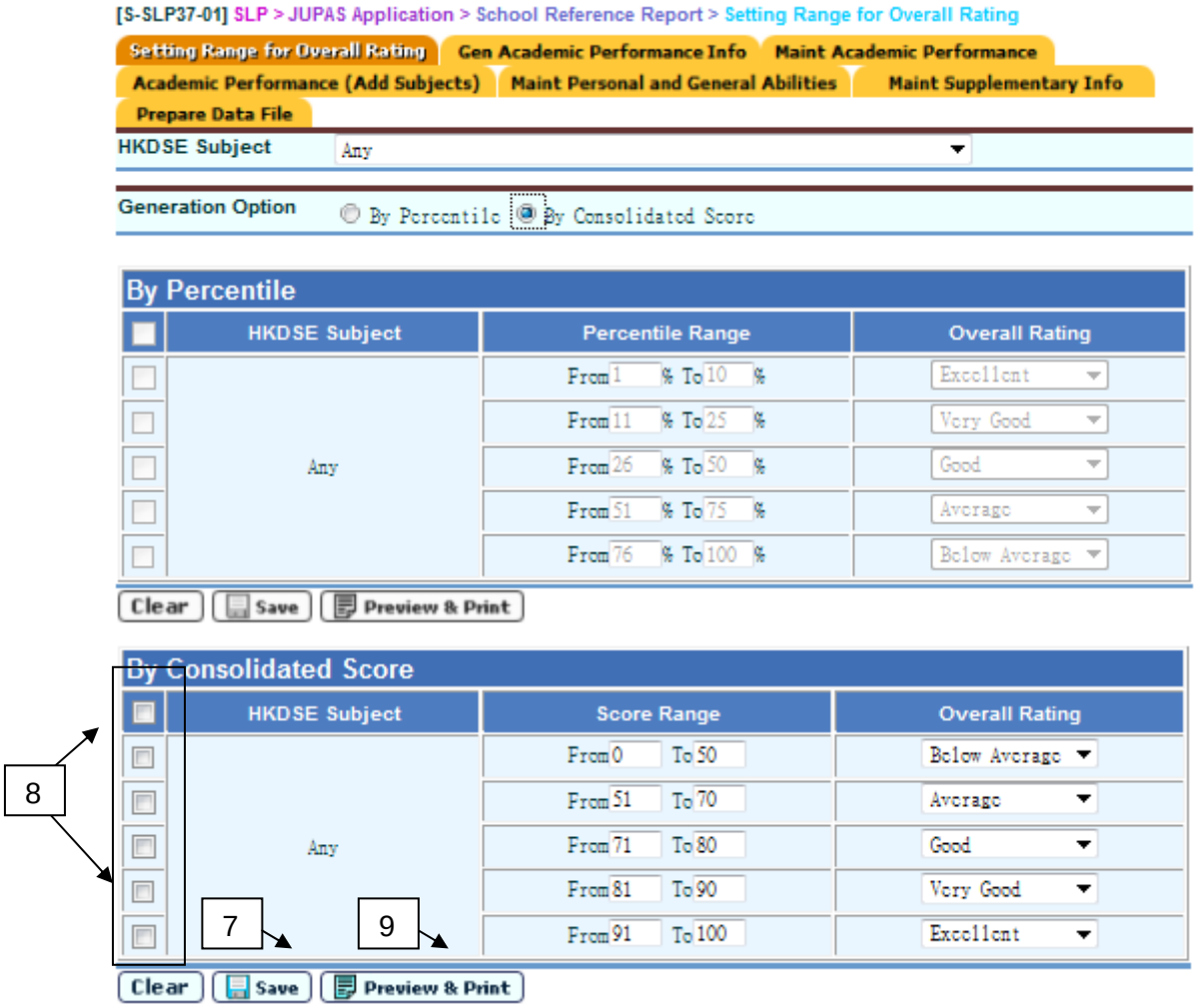

6. Fill in the mapping between percentile / score and overall rating.
7. Click **[Save]** button to save the changes.
8. User can check the checkbox beside the **HKDSE Subject** column and click **[Clear]** button to clear the setting.
9. Click **[Preview & Print]** button to print the report “Setting Range for Overall Rating (R-SLP050-E)” to view the setting of all HKDSE subjects.

🕮 Post-effects

1. The default relation will be used to set the default value of overall rating for S6 students based on the percentile / score during generating academic performance info.
2. During generation of Academic Performance Info,
   i. If a subject has been specified default mappings of Percentile and Overall Rating, the settings will be adopted to calculate the Overall Rating of the subject for students.
   ii. If a subject has no related default settings of Percentile and Overall Rating, system will further check if the common settings applicable to

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any subject have been set or not. If yes, the settings will be adopted to calculate the Overall Rating of the subject for students.

iii. If no available settings have been made, the Overall Rating for the subject of all the students will be left blank in the generated Academic Performance.

📖 Notes

1. The global setting of relation between Percentile/Score and Overall Rating is OPTIONAL. User can skip this setting.
2. User can choose up to 5 different ratings for “Any” or a specific subject.
3. For ‘By Percentile’:
   - The value of "From" and "To" must be number and in the range of 1-100 inclusive.
   - The value of "From" should not be greater than value of "To".
   - The ranges cannot be overlapped.
   - The sum up range must be equal to 100% (i.e. cover the range 1% – 100%).
4. For ‘By Consolidated Score’:
   - The value of "From" and "To" must be number and in the range of 0-100 inclusive.
   - The value of “From” should not be greater than value of “To”.
   - The ranges cannot be overlapped.
   - The lowest value should be 0 and the highest value should be 100.
   - No missing value is allowed between each score range.

2.7.5.2 Function A - Generate Academic Performance Info

Subject Mapping

📖 Function Description

User can set the mapping between WebSAMS subject and HKDSE subject for generation of Academic Performance Info.

📖 Pre-requisites

1. Data files (Student List and DSE Subject Code File) are imported into WebSAMS.

🖱 User Procedures

1. Click **[SLP]** → **[JUPAS Application]** → **[School Reference Report]** on the left menu.
2. Click the **[Gen Academic Performance Info]** tag.

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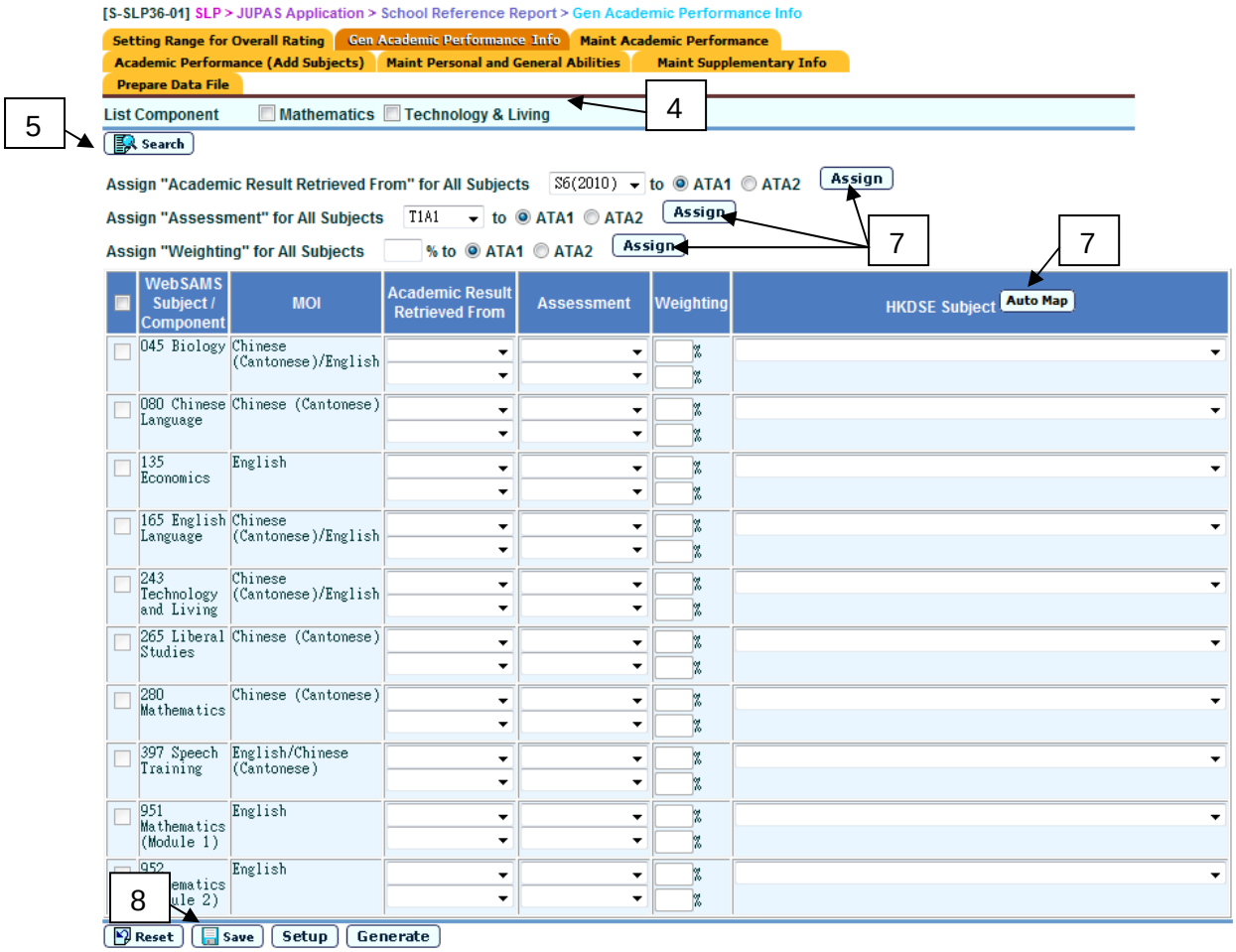

3. A page with selection criteria will be shown.
4. Check the checkbox **List Component** to determine which subject is maintained down to component level.
5. Click **[Search]** button.
6. Enter the Academic Result Retrieved From, Assessment, Weighting and HKDSE Subject.
7. To simplify the input process, user can click **[Auto Map]** button to map all unmapped WebSAMS subjects to HKDSE subject based on Suggested Subject Mapping. Or click **[Assign]** button to assign the Academic Result Retrieved, Assessment and Weighting to all records.
8. Click **[Save]** button to save the subject mapping.

📖 Post-effects

1. The report “Result of Subject Mapping (R-SLP036)” is provided in “Report” function of “JUPAS Application” for reviewing the results of subject mapping.
2. The mapped HKDSE subjects are not available for user’s selection in Function B (Academic Performance (Add Subjects)).

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📖 Notes

1. The **Academic Result Retrieved From** and **Assessment** column can be blank in this stage.
2. The HKDSE subjects maintained in Function B are not displayed for selection.
3. If two ATAs (Assessment/Term/Annual) are chosen for a subject, weighting must be filled in and sum of weighting must be 100%.
4. The value of weighting must be number and in the range of 1-100 inclusive.
5. If Subject Grouping is setup in **[SLP → Setup → Subject Grouping]**, subject grouping will be listed here instead of the subject(s) included in subject grouping.

Subject Setup

📖 Function Description

User can define the following setting to control the generation of percentile information:

i. Define whether the **dropped / exempted / absent / repeated / departed** students would be included in the generation of percentile information.
ii. Define whether the students being OM Excluded in the selected ATA in ASR module would be included in the generation of percentile information.
iii. Define whether to retrieve the manual adjusted score/grade from ASR module for the generation of percentile information.

📖 Pre-requisites

1. The HKDSE subject is not set to “Inapplicable”.

🖱 User Procedures

1. Click **[SLP]** → **[JUPAS Application]** → **[School Reference Report]** on the left menu.
2. Click the **[Gen Academic Performance Info]** tag.

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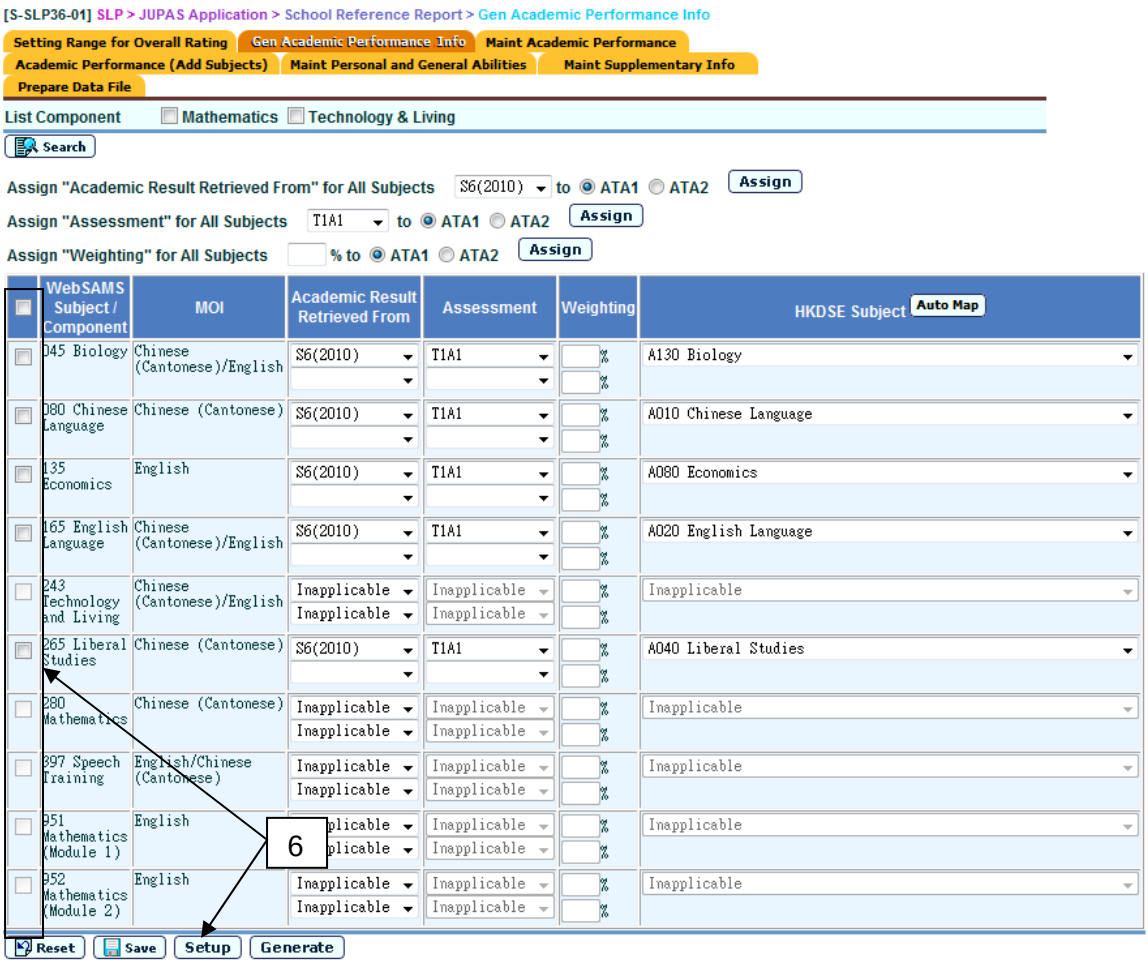
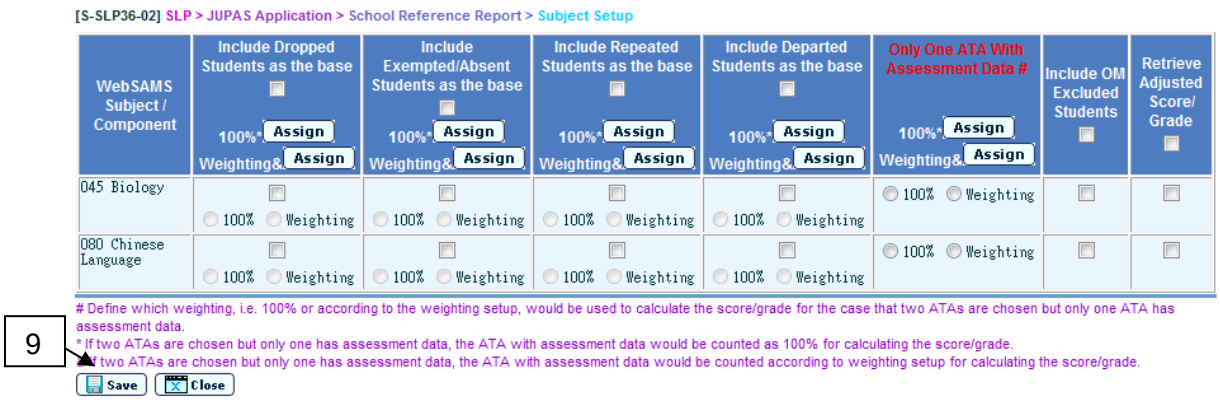


3. A page with selection criteria will be shown.
4. Check the checkbox **List Component** to determine which subject is maintained down to component level.
5. Click **[Search]** button.
6. User checks the checkbox beside the **WebSAMS Subject / Component** column and click **[Setup]** button.


[S-SLP36-02] SLP > JUPAS Application > School Reference Report > Subject Setup
WebSAMS Subject / Component
Include Dropped Students as the base
Include Exempted/Absent Students as the base
Include Repeated Students as the base
Include Departed Students as the base
Only One ATA With Assessment Data #
Include OM Excluded Students
Retrieve Adjusted Score/ Grade
100%* Assign
Weighting& Assign
045 Biology
080 Chinese Language
100% Weighting
Define which weighting, i.e. 100% or according to the weighting setup, would be used to calculate the score/grade for the case that two ATAs are chosen but only one ATA has assessment data.
* If two ATAs are chosen but only one has assessment data, the ATA with assessment data would be counted as 100% for calculating the score/grade.
If two ATAs are chosen but only one has assessment data, the ATA with assessment data would be counted according to weighting setup for calculating the score/grade.
9
Save
Close

7. A pop-up window is prompted to display the setup of selected subjects.
8. Fill in all required information.
9. Click **[Save]** button to save the subject setup.

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📖 Post-effects

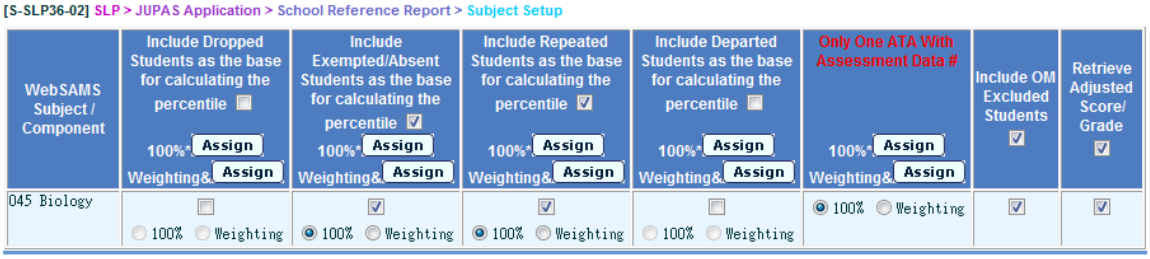
1. The settings in **Subject Setup** page will be used for the generating of percentile information.

📖 Notes

1. A default subject setup is assigned to each applicable subject mapping.

   By default, the **exempted/absent**, **repeated** and **OM excluded** students are included as the base for calculating the percentile. If two ATAs are chosen but only one has assessment data, the ATA with assessment data would be counted as 100% for calculating the score/grade. When the manual adjusted score/grade exists, it will be retrieved for the calculation.

   The default subject setup detail can also refer to the following screenshot:


[S-SLP36-02] SLP > JUPAS Application > School Reference Report > Subject Setup
WebSAMS Subject / Component
Include Dropped Students as the base for calculating the percentile
Include Exempted/Absent Students as the base for calculating the percentile
Include Repeated Students as the base for calculating the percentile
Include Departed Students as the base for calculating the percentile
Only One ATA With Assessment Data #
Include OM Excluded Students
Retrieve Adjusted Score/ Grade
100%* Assign
Weighting& Assign
045 Biology
100% Weighting

2. Definition of different student type (subject / subject component / subject grouping):

Student Type	Definition
Dropped (except for subject grouping)	1. The student has dropped the subject in S6 or the student does not take that subject in S6 (without the subject assigned and assessment data in S6); Or 2. The student has dropped the subject in S5 and does not retake that subject in S6 (without the subject assigned and assessment data in S6); Or 3. The student has dropped the subject in S4 and does not retake that subject in S5 and S6 (without the subject assigned and assessment data in S5 and S6).
Exempted	It refers to the students having subjects marked with '/' in ASR module.
Absent	It refers to the students having subjects marked with '-' in ASR module, which means 'not considered'.
Repeated	1. The student is a repeater; And 2. ATA(s) in S5 is chosen.
Departed	The status of latest schooling record of the student is "Departed".

3. Definition of different student type (subject grouping only):

Student Type	Definition
Dropped	1. The student has dropped the subject grouping subject in S6 or the student does not take any

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	subject / subject component of the subject grouping in S6 (without the subject assigned and assessment data in S6); Or 2. The student has dropped the subject grouping subject in S5 and does not retake any subject / subject component of the same subject grouping in S6 (without the subject assigned and assessment data in S6); Or 3. The student has dropped the subject grouping subject in S4 and does not retake any subject / subject component of the same subject grouping in S5 and S6 (without the subject assigned and assessment data in S5 and S6).

Generate Academic Performance Info

📖 Function Description

User can retrieve assessment results of different subjects from either S5 (previous school year) or S6 (current school year) for generation of Academic Performance Info.

📖 Pre-requisites

1. Data files (Student List and DSE Subject Code File) are imported into WebSAMS.

🖱 User Procedures

1. Click **[SLP]** → **[JUPAS Application]** → **[School Reference Report]** on the left menu.
2. Click the **[Gen Academic Performance Info]** tag.

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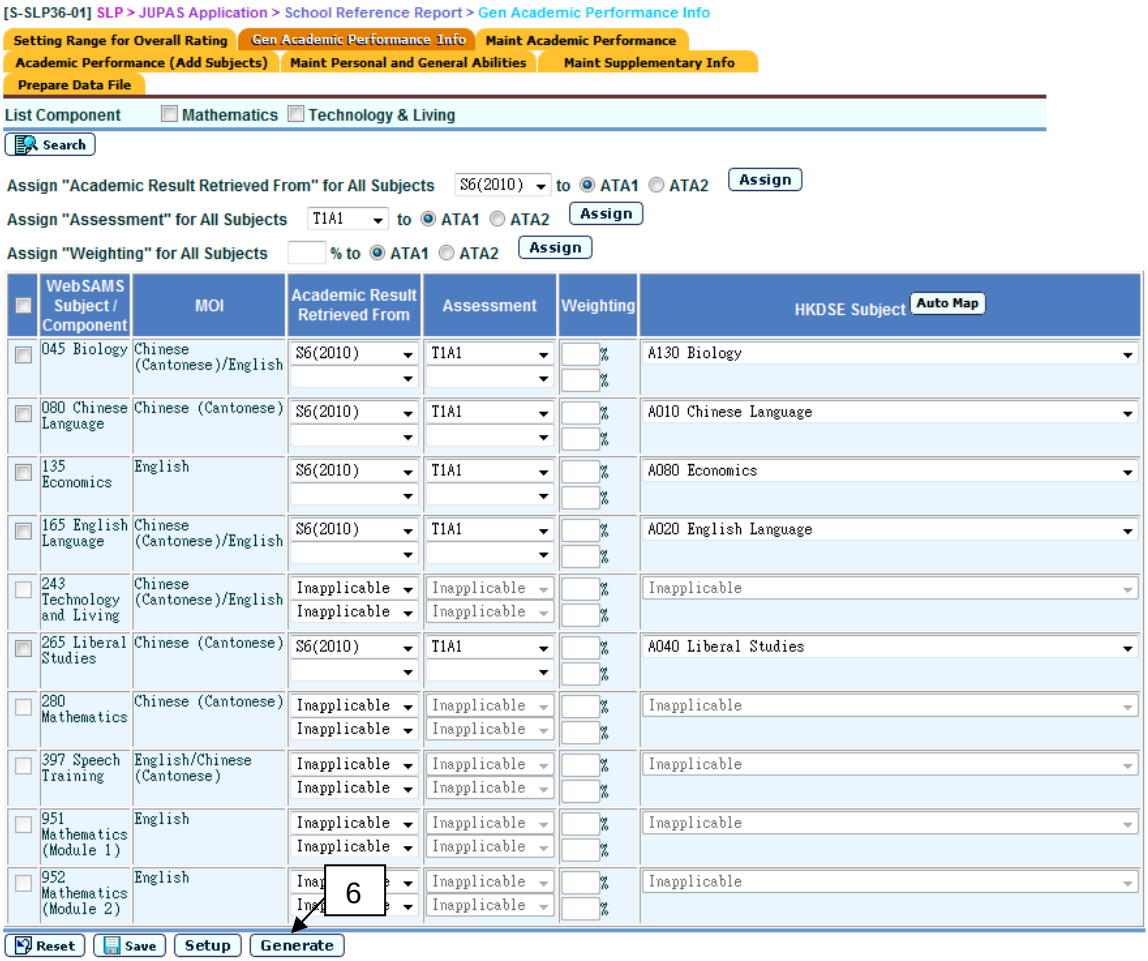

3. A page with selection criteria will be shown.
4. Check the checkbox **List Component** to determine which subject is maintained down to component level.
5. Click **[Search]** button.
6. Click **[Generate]** button to generate academic performance info.

🕮 Post-effects

1. User can view the generated result in **[Maint Academic Performance]** page.
2. The generated academic performance info will be used for generation of Academic Performance File.
3. If there is any student being exempted / absent / repeated / OM excluded with blank percentile generated, or student who has dropped the subject in S5 and retakes in S6 with no percentile generated, or student with more than one assessment data in the same ATA in a subject grouping, a report “Exempted/Absent/Repeated/OM Excluded Students (R-SLP051-E)” is generated to preview the students.
4. If there is previous generated Academic Performance, re-generate of academic performance will remove student’s academic performance generated last time. If student has no “unable to judge” percentile/overall

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rating after regeneration, remarks maintained for percentile/overall rating will be automatically deleted during the regeneration.

📖 Notes

1. The **Academic Result Retrieved From**, **Assessment** and **HKDSE Subject** column must not be blank.
2. The generation process will be aborted if
   i. The selected ATA(s) in ASR module has(have) not consolidated yet.
   ii. The WebSAMS subjects of applicable mappings are set as “Not Assessed” in ASR module, or any ATA(s) with all subject / subject component(s) set as “Not Assessed” in ASR module for subject grouping case.
   iii. The WebSAMS subject from a particular assessment has no assessment data for all students in ASR module, or subject grouping with all students without assessment data for all subjects / subject components.
   iv. The assessment method (by score / by grade) of selected ATA(s) under a subject is inconsistence (e.g. when 2 ATAs are chosen for a subject, one assessed by score while another assessed by grade).
   v. For subject grouping, ATA(s) with some subject / subject component assessed by score while another assessed by grade.

   For example:

	ATA1	ATA2		
	21N	22N	23N	24N
ATA2 is chosen		By Grade	By Score	By Score
2 ATAs are chosen	By Grade	By Score	By Score	By Score

   vi. The weighting (i.e. 100% or according to the weighting setup) is not set up in **Subject Setup** page when 2 ATAs are chosen for a subject.
   vii. Subject mapping contains subject grouping without any subject / subject component.
   viii. The subject was setup to generate overall rating by consolidated score and any selected ATA is assessed by grade.
3. Algorithm of generating academic performance:

   Score for each subject / subject component is extracted for generating academic performance. For subject grouping, subject / subject component of different ATAs are extracted and are treated as score of same subject grouping.

   Case 1: Only one ATA is chosen

   i. For the **dropped / exempted / absent / repeated / departed** students:

      a. Select “Not Include” in **Subject Setup** page

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- Not count to the total no. of students taking the subject
- For **dropped/departed** students, no percentile record is generated.
- For **exempted/absent/repeated** students, blank percentile record is generated.

b. Select "Include" in **Subject Setup** page

- **Dropped/departed** students having assessment data
  - Count to the total no. of students taking the subject
  - No percentile record is generated
- Students NOT having assessment data
  - Not count to the total no. of students taking the subject
  - For **dropped/departed** students, no percentile record is generated.
  - For **exempted/absent/repeated** student, blank percentile record is generated.

ii. For students being **OM Excluded** from the ATA in ASR module

a. Select "Not Include" in **Subject Setup** page

- Students having assessment data
  - Not count to the total no. of students taking the subject
  - Blank percentile record is generated.
- Students NOT having assessment data
  - Not count to the total no. of students taking the subject
  - No percentile record is generated

b. Select "Include" in **Subject Setup** page

- Follow the flow "*iii. Other than above case*"

iii. Other than above case

- Students having assessment data
  - Count to the total no. of students taking the subject
  - A percentile record is generated
- Students NOT having assessment data
  - Not count to the total no. of students taking the subject
  - No percentile record is generated

Case 2: Two ATAs are chosen

i. For the **dropped / exempted / absent / repeated / departed** students:

a. Select "Not Include" in **Subject Setup** page

- Not count to the total no. of students taking the subject
- For **dropped/departed** students, no percentile record is generated.
- For **exempted/absent/repeated** students, blank percentile record is generated.

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b. Select “Include” in **Subject Setup** page

- **Dropped/departed** students having assessment data in both ATAs
  - Calculate the score/grade based on the weighting setup
  - Count to the total no. of students taking the subject.
  - No percentile record is generated
- Students having assessment data in either ATA
  - Calculate the score/grade according to the weighting setup or 100% for the ATA with assessment data, which depends on the setting in **Subject Setup** page
  - Count to the total no. of students taking the subject
  - For **dropped/departed** students, no percentile record is generated.
  - For **exempted/absent/repeated** students, a percentile record is generated.
- Students NOT having assessment data
  - Not count to the total no. of students taking the subject
  - For **dropped/departed** students, no percentile record is generated.
  - For **exempted/absent/repeated** students, blank percentile record is generated.

ii. For student being **OM Excluded** from the ATA in ASR module

c. Select “Not Include” in **Subject Setup** page

- Students having assessment data in both ATAs
  - If one of the ATAs is excluded
    - Calculate the score/grade according to the weighting setup or 100% for the ATA with assessment data, which depends on the setting of “**Only One ATA with Assessment Data**” in **Subject Setup** page
    - Count to the total no. of students taking the subject
    - A percentile record is generated
  - If both ATAs are excluded
    - Not count to the total no. of students taking the subject
    - Blank percentile record is generated
- Students having assessment data in either ATA
  - If the ATA with assessment data is not excluded
    - Calculate the score/grade according to the weighting setup or 100% for the ATA with assessment data, which depends on the setting of “**Only One ATA with Assessment Data**” in **Subject Setup** page
    - Count to the total no. of students taking the subject
    - A percentile record is generated

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- If the ATA with assessment data is excluded
  - Not count to the total no. of students taking the subject
  - Blank percentile record is generated

➢ Students NOT having assessment data

- Not count to the total no. of students taking the subject
- No percentile record is generated

d. Select "Include" in **Subject Setup** page

➢ Follow the flow "*iii. Other than above case*"

iii. Other than above case, system

➢ Students having assessment data in both ATAs

- Calculate the score/grade based on the weighting setup
- Count to the total no. of students taking the subject
- A percentile record is generated.

➢ Students having assessment data in either ATA

- Calculate the score/grade according to the weighting setup or 100% for the ATA with assessment data, which depends on the setting of "**Only One ATA with Assessment Data**" in **Subject Setup** page
- Count to the total no. of students taking the subject
- A percentile record is generated.

➢ Students NOT having assessment data

- Not count to the total no. of students taking the subject
- No percentile record is generated

After calculation of score/grade for all subjects, system will sort the students who take the subject by the calculated score/grade to get the OM Ranking and then generate the percentile information based on the OM Ranking and the total no. of students taking the subject as a whole disregarding the difference in MOI.

4. In the case that a student can fulfil more than one scenario, the priority of Departed/Dropped/Exempted/Absent/Repeated is as below:

   Departed > Dropped > Repeated > Exempted/Absent

5. Example for demonstrating the score calculation for the case that <u>two ATAs are chosen but only one ATA has assessment data</u> using weighting 100% and according to weighting setup.

ATA	Score	Weighting Setup	Based on Weighting Setup	100%
1	90	70%	90*70%=63	90*100%=90
2	Nil	30%		

6. Examples for demonstrating the consolidation of score and consolidation of grade.

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Example 1: Consolidate scores of 2 ATAs of a subject

ATA	Score	Weighting	Consolidate Grade Mark
1	80	30%	80*30% + 90*70% = 87
2	90	70%	

Example 2: Consolidate grades of 2 ATAs of a subject for a student. For consolidation of grades of 2 ATAs, system would refer to the Grade Conversion Table set in ASR module.

Grade Conversion Table for the subject is as below:

Grade Code	Absolute Grade Mark
A	6
B	5
C	4
D	3
E	2
F	1

Consolidate 2 grades of 2 ATAs of a subject:

ATA	Grade	Weighting	Grade Mark	Consolidate Grade Mark
1	A	30%	6*30%=1.8	1.8+2.1=3.9 (Round to 4)
2	D	70%	3*70%=2.1	

2.7.5.3 Maintain Academic Performance

Add/Update Academic Performance Info

📖 Function Description

User can maintain academic performance data based on the records of ASR for preparing Academic Performance File to upload to JUPAS.

📖 Pre-requisites

1. Academic performance info is generated.

🖱 User Procedures

1. Click **[SLP]** → **[JUPAS Application]** → **[School Reference Report]** on the left menu.
2. Click the **[Maint Academic Performance]** tag.

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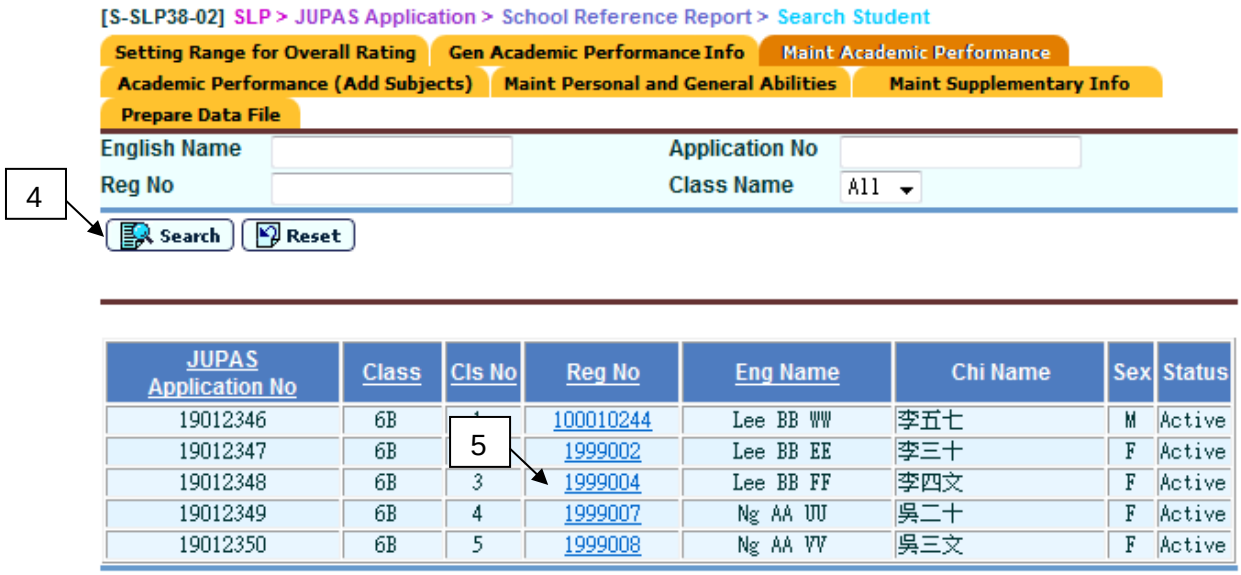
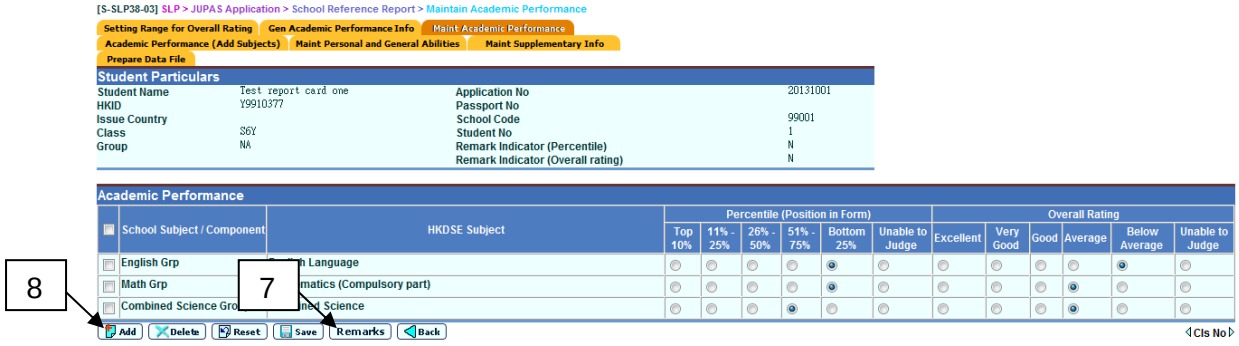
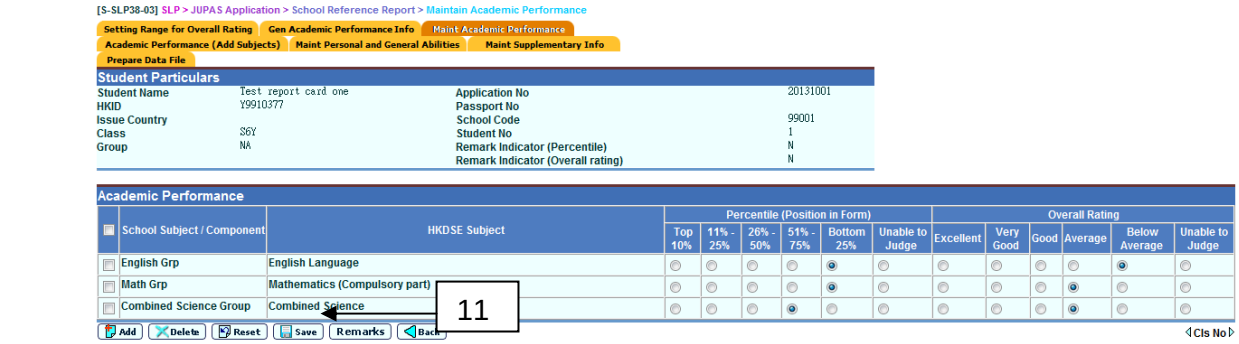


3. Fill in the search criteria.
4. Click the **[Search]** button to search for a particular student.
5. Click on the **Reg No** of the student from the search results to view the academic performance of students.



6. The academic performance info generated by Function A is listed out.
7. User can modify the generated percentile and overall rating. Remarks field for percentile or overall rating must be inputted if any “Unable to Judge” for percentile or overall rating is selected.
8. Click **[Add]** button to add a particular subject (mapped subjects in Function A only).
9. Click **[Remarks]** button to input remarks for percentile or overall rating.



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10. Specify the HKDSE subject and fill in the percentile and overall rating of new created academic performance info.
11. Click **[Save]** button to save the changes.

📖 Post-effects

1. The Academic Performance data will be used to prepare Academic Performance File for uploading to JUPAS.

📖 Notes

1. User need to click [Save] button in [S-SLP38-03] to save any change of percentile or overall rating. Remarks maintained is saved when **[Save]** button is clicked in [S-SLP38-04].
2. For the Remarks field, user can only input 800 English characters or 100 words.
3. Unable to judge is not assigned by system.
4. Only ONE remarks field for percentile and ONE remarks field for overall rating should be provided for a student regardless of the no. of subject.
5. Subjects taught by the subject teacher will be shown in a dropdown list as searching criteria.

Delete Academic Performance Info

📖 Function Description

User can delete the generated or added academic performance data.

📖 Pre-requisites

1. Academic performance info is generated.

🖱 User Procedures

1. Click **[SLP]** → **[JUPAS Application]** → **[School Reference Report]** on the left menu.
2. Click the **[Maint Academic Performance]** tag.

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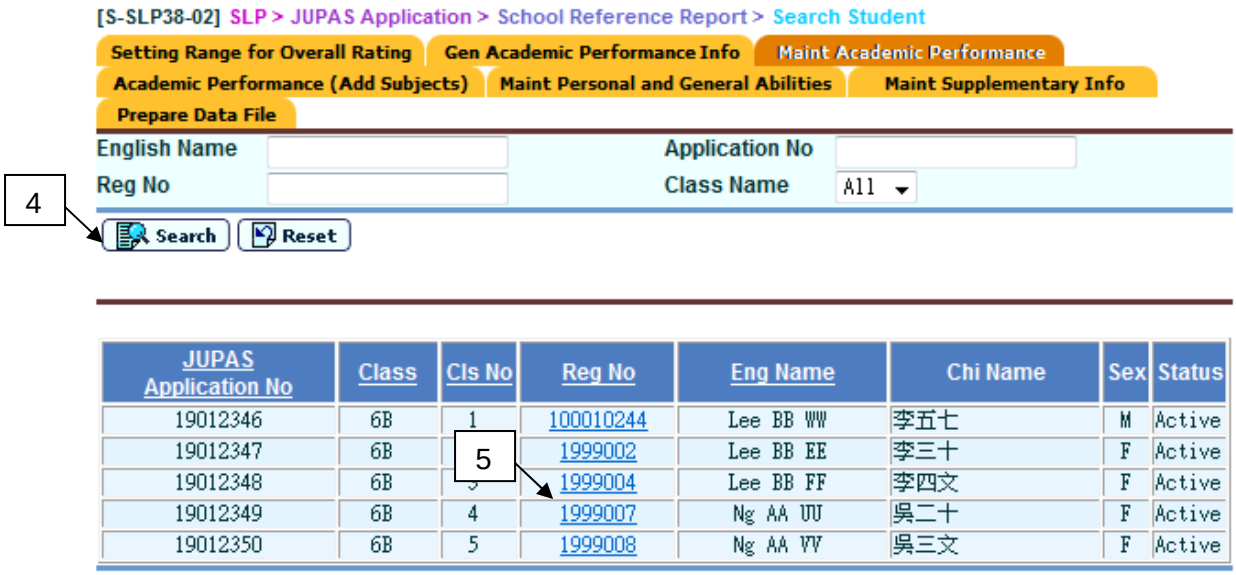
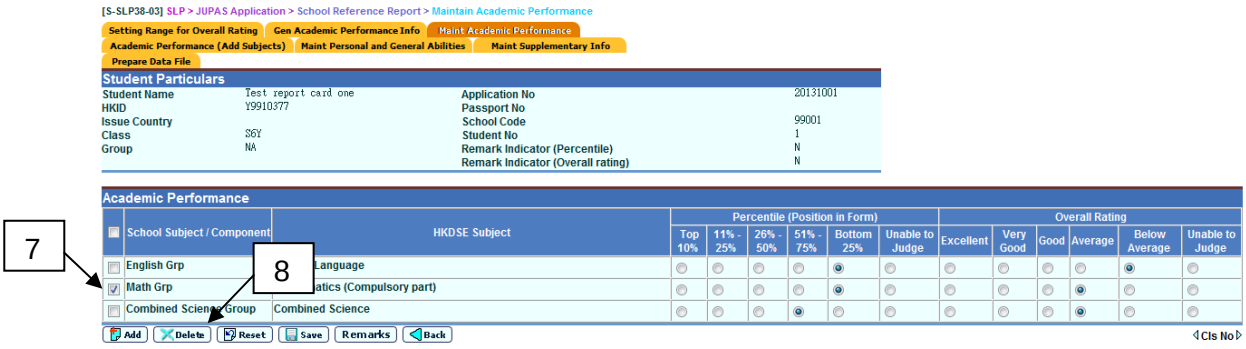


3. Fill in the search criteria.
4. Click the **[Search]** button to search for a particular student.
5. Click on the **Reg No** of the student from the search results to view the academic performance of students.



6. The academic performance info generated by Function A is listed out.
7. Check the checkbox beside the **School Subject / Component** column to delete the record.
8. Click **[Delete]** button and confirm the operation.

🕮 Post-effects

1. The academic performance data will be used to prepare Academic Performance File for uploading to JUPAS.
2. If student has no “unable to judge” percentile/overall rating after deleting HKDSE subject, remarks maintained for percentile/overall rating will be automatically deleted.

🕮 Notes

N/A

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2.7.5.4 Function B - Academic Performance (Add Subjects)

Add Subjects

📖 Function Description

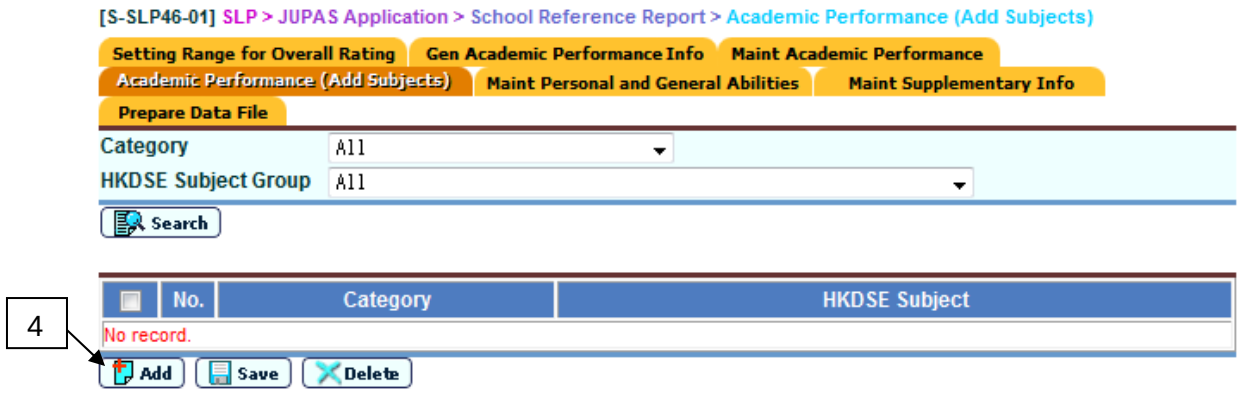
User can manually add HKDSE subjects not generated in Function A.

📖 Pre-requisites

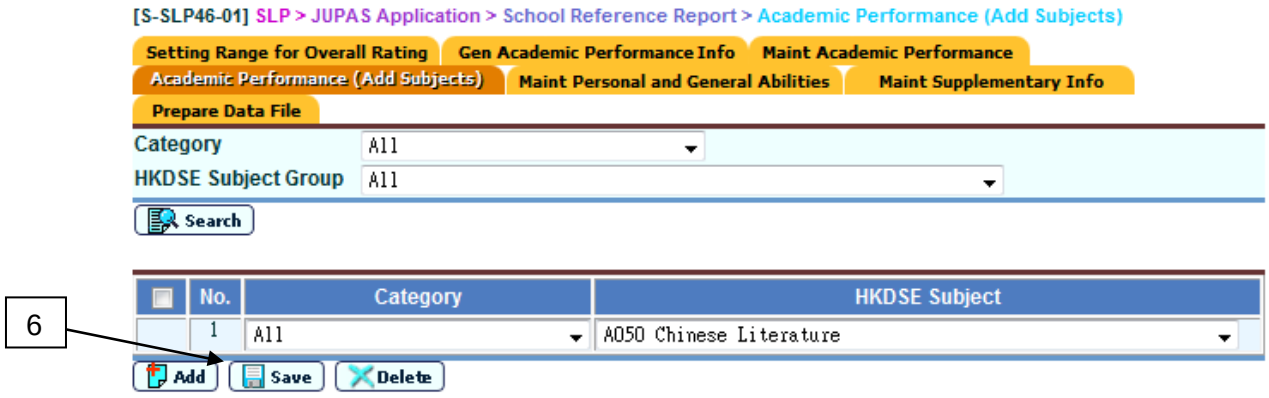
1. Data files (Student List and DSE Subject Code File) are imported into WebSAMS.

🖱 User Procedures

1. Click **[SLP]** → **[JUPAS Application]** → **[School Reference Report]** on the left menu.
2. Click the **[Academic Performance (Add Subjects)]** tag.



3. A summary list of the subjects added via Function B is shown.
4. Click **[Add]** button to add a new subject.



5. Select a HKDSE subject to be added. (The **[Category]** dropdown is to facilitate the selection of HKDSE subject.)
6. Click **[Save]** button to save the changes.

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Post-effects

1. User can maintain the percentile and overall rating information for the added HKDSE subject.
2. The added HKDSE subjects are not available for user's selection in Function A.

Notes

1. Only the HKDSE subjects which are NOT maintained in Function A are available to be added in Function B.

Maintain Academic Performance

Function Description

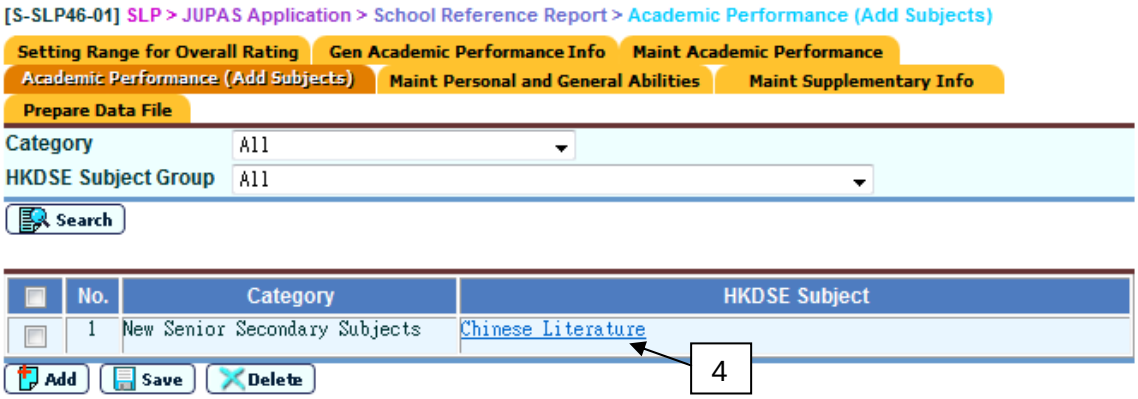
User can maintain percentile and overall rating information for the added HKDSE subjects.

Pre-requisites

1. Data files (Student List and DSE Subject Code File) are imported into WebSAMS.

User Procedures

1. Click **[SLP]** → **[JUPAS Application]** → **[School Reference Report]** on the left menu.
2. Click the **[Academic Performance (Add Subjects)]** tag.



3. A summary list of the subjects added via Function B is shown.
4. Click on the **HKDSE Subject** to maintain the academic performance of the selected HKDSE subjects.

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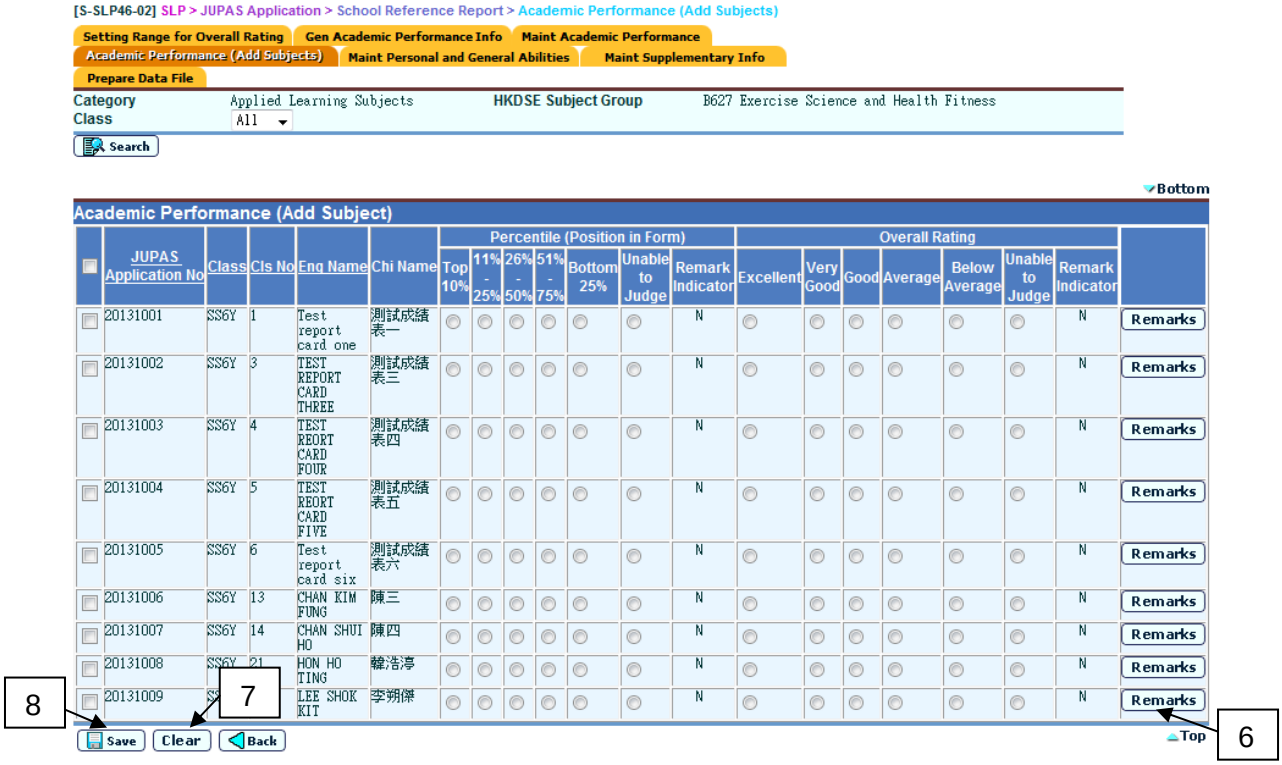

5. Fill in the percentile and overall rating of students. Remarks field for percentile or overall rating must be inputted if any “Unable to Judge” for percentile or overall rating is selected.
6. Click **[Remarks]** button to input remarks for percentile or overall rating.
7. To remove the input, check the checkbox beside JUPAS Application No column and click **[Clear]** button.
8. Click **[Save]** button to save the changes.

🕮 Post-effects

1. The information will be used for generation of Academic Performance file.

🕮 Notes

1. User does not need to fill in the academic performance of all students.
2. User need to click **[Save]** button in **[S-SLP38-03]** to save any change of percentile or overall rating. Remarks maintained is saved when **[Save]** button is clicked in **[S-SLP38-04]**.
3. For the Remarks field, user can only input 800 English characters or 100 words.
4. Unable to judge is not assigned by system.
5. Only ONE remarks field for percentile and ONE remarks field for overall rating should be provided for a student regardless of the no. of subject.

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Delete Subject

📖 Function Description

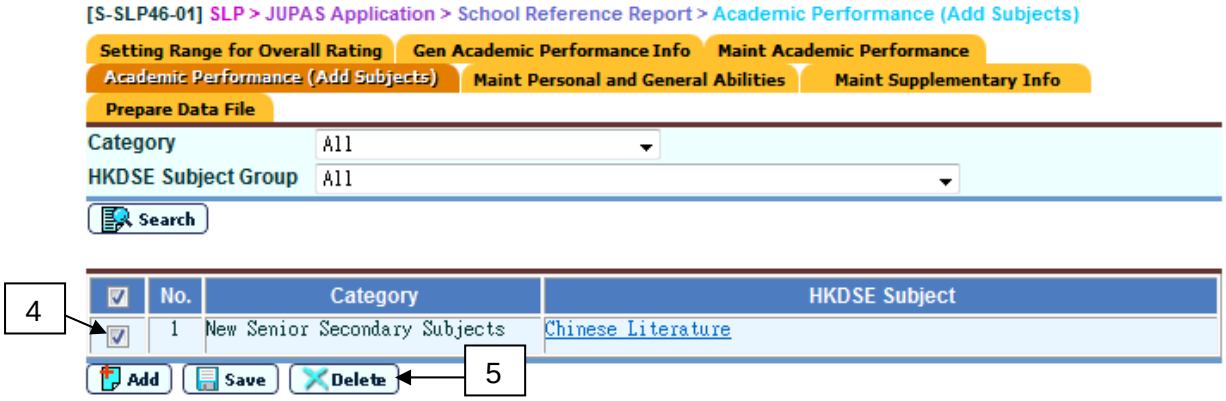
User can delete the added HKDSE subjects and their corresponding percentile and overall rating information.

📖 Pre-requisites

1. Data files (Student List and DSE Subject Code File) are imported into WebSAMS.

🖱 User Procedures

1. Click **[SLP]** → **[JUPAS Application]** → **[School Reference Report]** on the left menu.
2. Click the **[Academic Performance (Add Subjects)]** tag.



3. A summary list of the subjects added via Function B is shown.
4. Check the checkbox beside the **No.** column to delete record.
5. Click **[Delete]** button and confirm the operation.

📖 Post-effects

1. The percentile and overall rating information under the deleted HKDSE subject will be deleted at the same time.
2. If student has no “unable to judge” percentile/overall rating after deleting the subject, remarks maintained for percentile/overall rating will be automatically deleted.

📖 Notes

N/A

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2.7.5.5 Maintain Personal and General Abilities

📖 Function Description

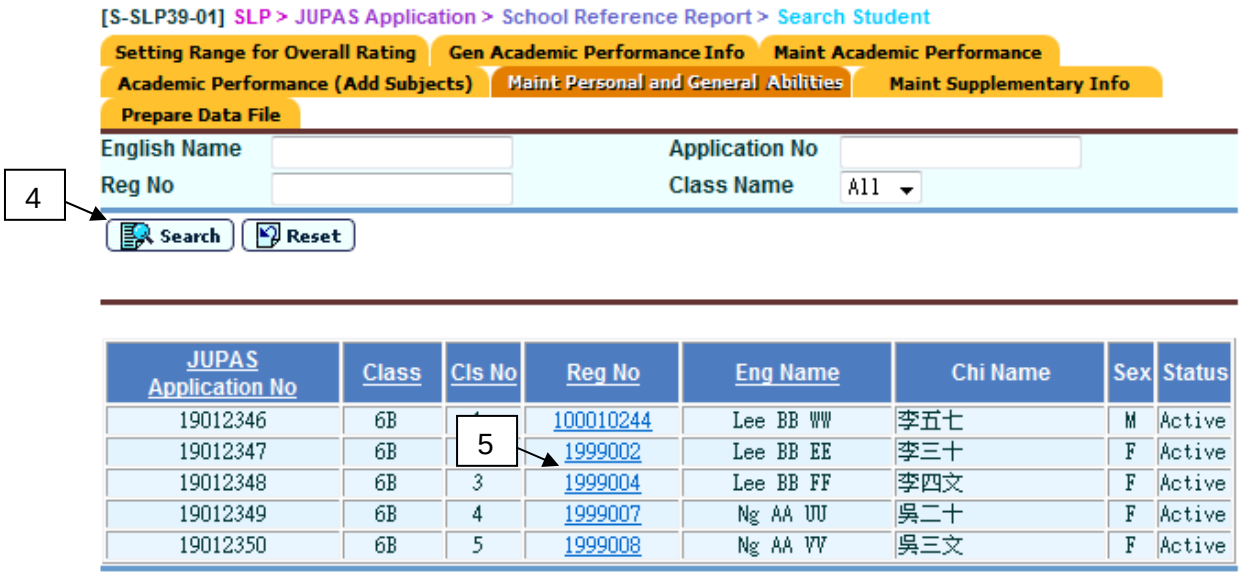
User can maintain personal and general ability of students for preparing Personal and General Ability File to upload to JUPAS.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[SLP]** → **[JUPAS Application]** → **[School Reference Report]** on the left menu.
2. Click the **[Maint Personal and General Abilities]** tag.



3. Fill in the search criteria.
4. Click the **[Search]** button to search for a particular student.
5. Click on the **Reg No** of the student from the search results to view the personal and general abilities of students.

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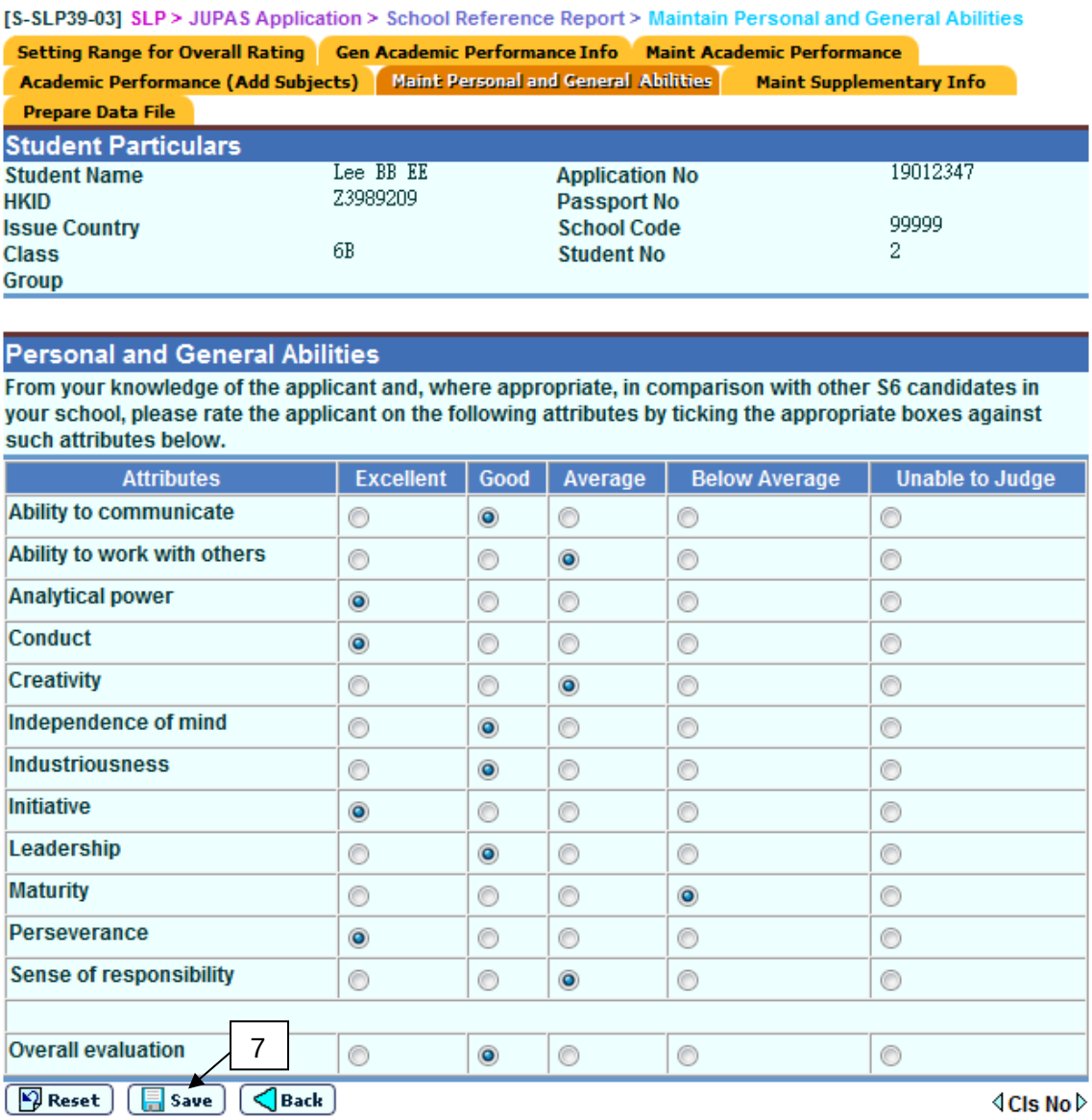

6. Select the ratings for all abilities.
7. Click **[Save]** button to save the changes.

📖 Post-effects

1. The personal and general ability data will be used to prepare Personal and General Ability File for uploading to JUPAS.

📖 Notes

1. User can switch the page to the student with previous/next class number by clicking the **[Cls No]** arrow button.

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2.7.5.6 Maintain Academic Performance Supplementary Information

📖 Function Description

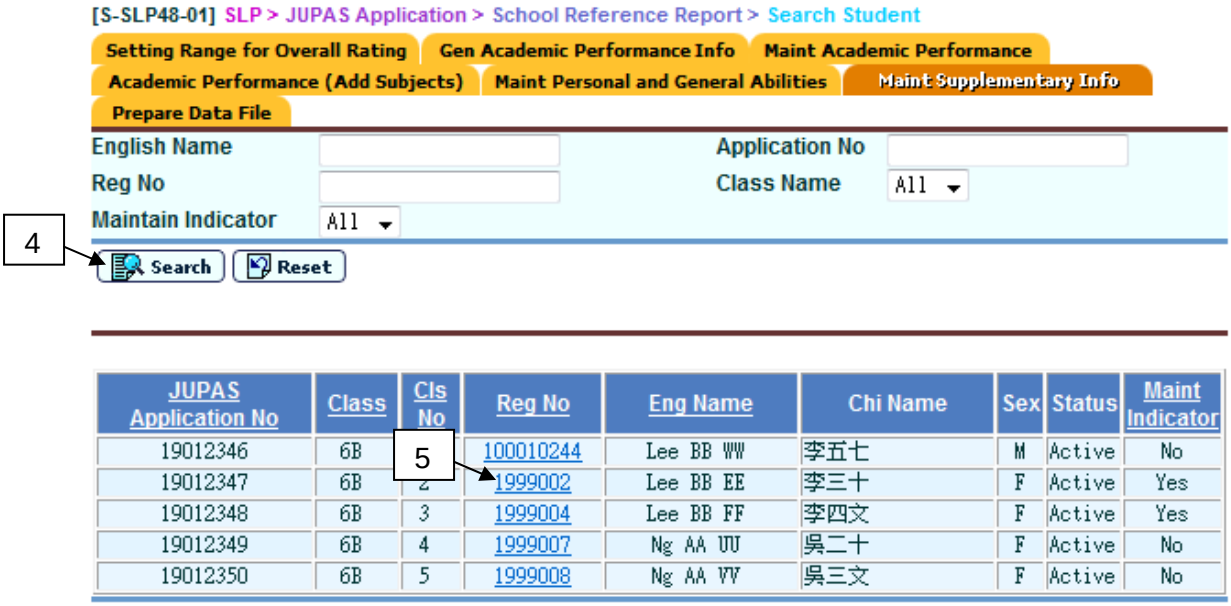
User can maintain academic performance supplementary information of students for preparing Academic Performance Supplementary File to upload to JUPAS.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[SLP]** → **[JUPAS Application]** → **[School Reference Report]** on the left menu.
2. Click the **[Maint Supplementary Info]** tag.



3. Fill in the search criteria.
4. Click the **[Search]** button to search for a particular student.
5. Click on the **Reg No** of the student from the search results to view the academic performance supplementary information of students.

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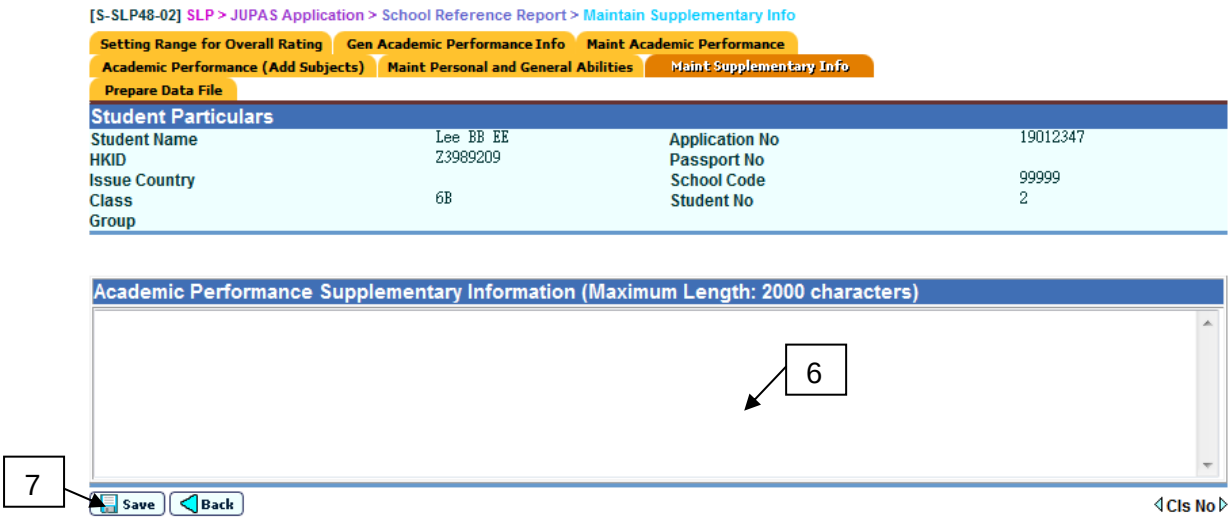

6. Fill in the supplementary information.
7. Click **[Save]** button to save the changes.

📖 Post-effects

1. The academic performance supplementary information will be used to prepare Academic Performance Supplementary File for uploading to JUPAS.

📖 Notes

1. User can switch the page to the student with previous/next class number by clicking the **[Cls No]** arrow button.
2. Only English input is allowed.

2.7.5.7 Prepare Data File

Prepare Academic Performance File

📖 Function Description

User can prepare Academic Performance File based on the academic performance data maintained by teacher for uploading to JUPAS.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[SLP]** → **[JUPAS Application]** → **[School Reference Report]** on the left menu.

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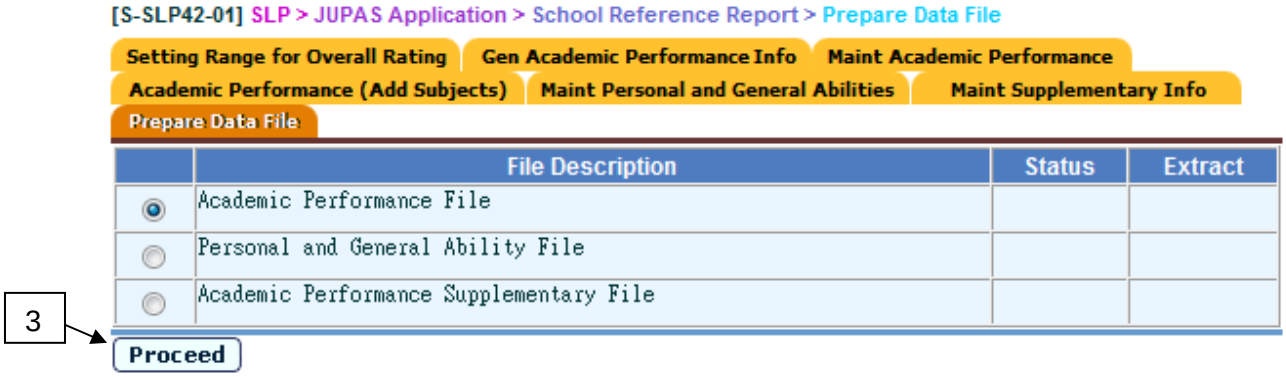
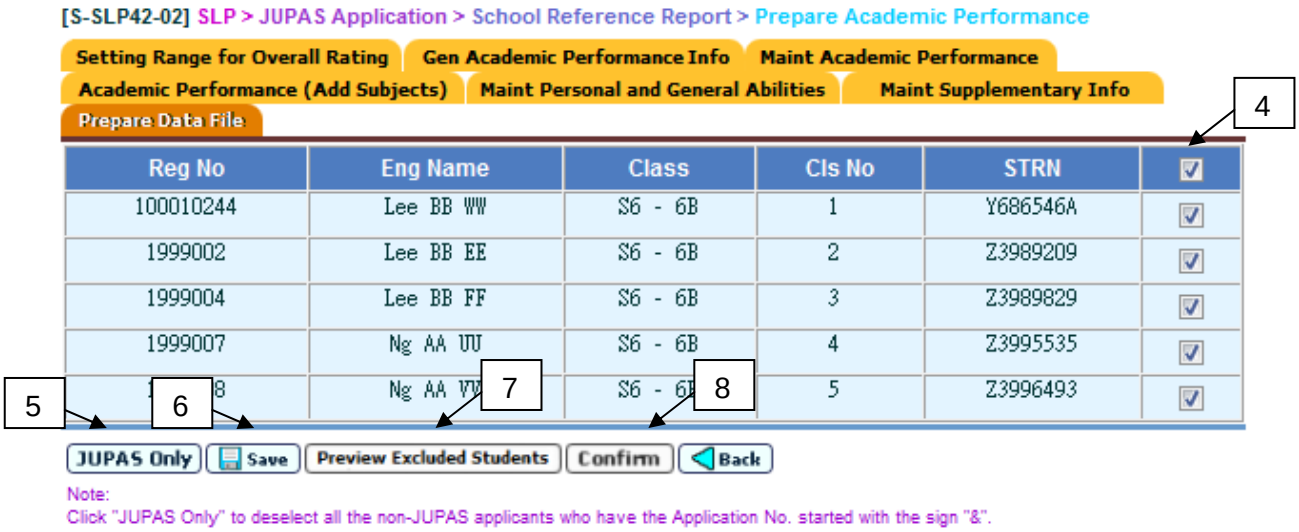
2. Click the **[Prepare Data File]** tag.



3. Select **Academic Performance File** option and click **[Proceed]** button.


[S-SLP42-02] SLP > JUPAS Application > School Reference Report > Prepare Academic Performance
Setting Range for Overall Rating
Gen Academic Performance Info
Maint Academic Performance
Academic Performance (Add Subjects)
Maint Personal and General Abilities
Maint Supplementary Info
Prepare Data File
4
Reg No
Eng Name
Class
Cls No
STRN
100010244 Lee BB WW S6 - 6B 1 Y686546A
1999002 Lee BB EE S6 - 6B 2 Z3989209
1999004 Lee BB FF S6 - 6B 3 Z3989829
1999007 Ng AA UU S6 - 6B 4 Z3995535
Ng AA VV S6 - 6B 5 Z3996493
5
6
7
8
JUPAS Only
Save
Preview Excluded Students
Confirm
Back
Note:
Click "JUPAS Only" to deselect all the non-JUPAS applicants who have the Application No. started with the sign "&".

4. Select students who will be included in the Academic Performance File.
5. Click **[JUPAS Only]** button to deselect all the non-JUPAS applicants who have the Application No. started with the sign “&”.
6. Click **[Save]** button to save the selection.
7. Click **[Preview Excluded Students]** button to view which students are excluded from the Academic Performance File.
8. Click **[Confirm]** button to generate the Academic Performance File.

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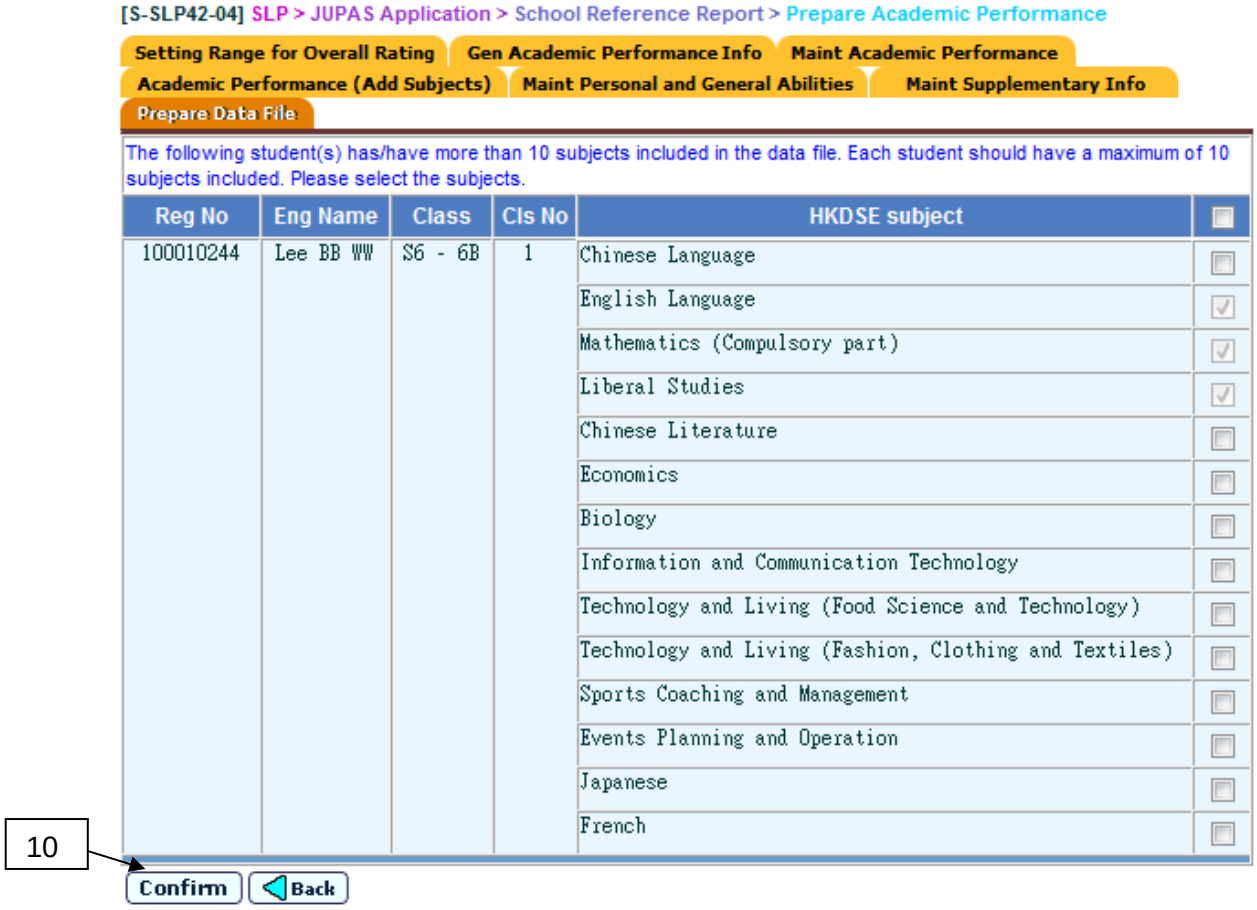
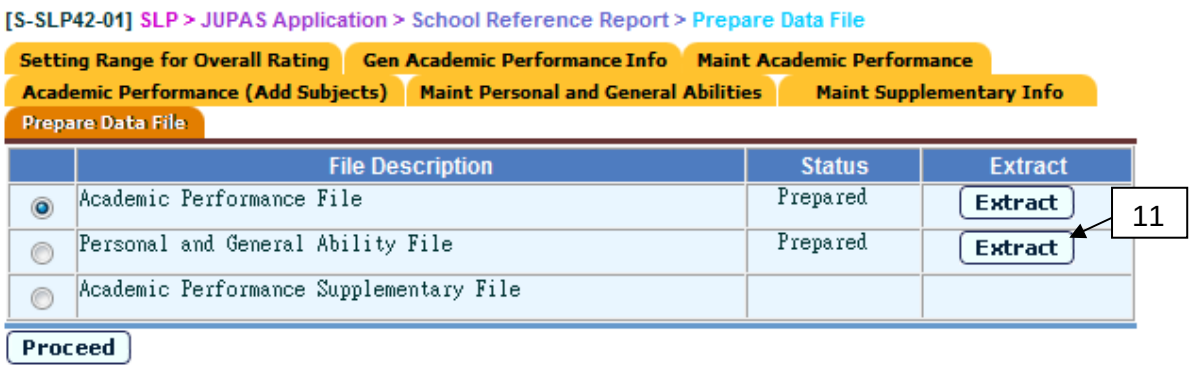


9. If there is any selected student who has more than 10 subjects, user should select maximum 10 subjects from them.
10. After user selects the records, click **[Confirm]** button again to generate the Academic Performance File.



11. Click **[Extract]** button to retrieve the generated Academic Performance File.

📖 Post-effects

1. An Academic Performance File is generated. The status of Academic Performance File becomes “Prepared” afterwards.

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Notes

1. Only one user is allowed to invoke the Preparing Academic Performance File function. For example, if user has invoked the function, other users cannot invoke it. The function will not be released until system timeouts, user logouts the system or end of preparing.
2. User can generate report “Students excluded in the Academic Performance File (R-SLP044)” for reviewing the list of student(s) who is/are not in the data file.
3. System will perform verification to ensure that the Academic Performance File contains all the compulsory HKDSE subjects (i.e. English Language (A020), Mathematics (A030) and Liberal Studies (A040)) of each selected student. If not, the data file preparation is aborted and the **[View Error Report]** button is available for user to view the detail of the error.
4. If there is any selected student who has more than 10 subjects, user should select maximum 10 subjects from them. The compulsory HKDSE subjects are selected by default and not allowed to un-select.
5. User cannot extract the Academic Performance File if there is unnecessary remarks or missing remarks.

Prepare Personal and General Ability File

Function Description

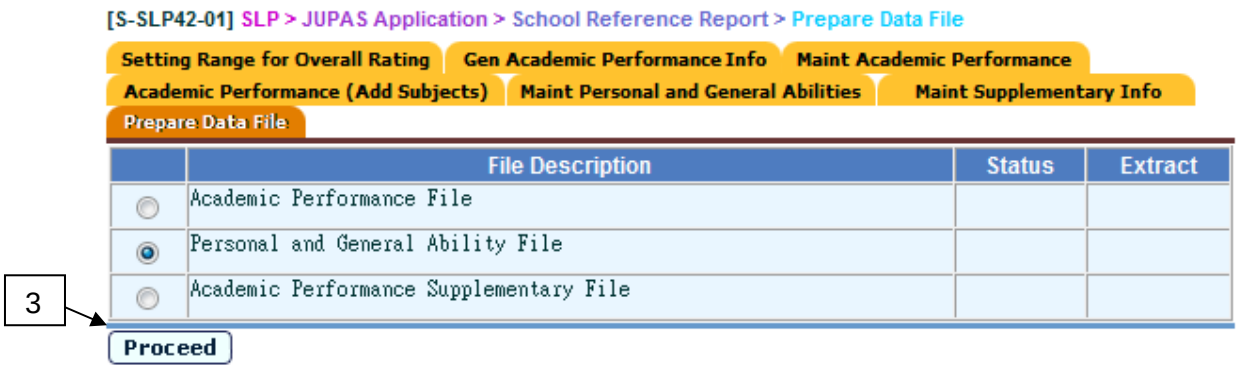
User can prepare Personal and General Ability File based on the personal and general ability data maintained by teacher for uploading to JUPAS.

Pre-requisites

N/A

User Procedures

1. Click **[SLP]** → **[JUPAS Application]** → **[School Reference Report]** on the left menu.
2. Click the **[Prepare Data File]** tag.



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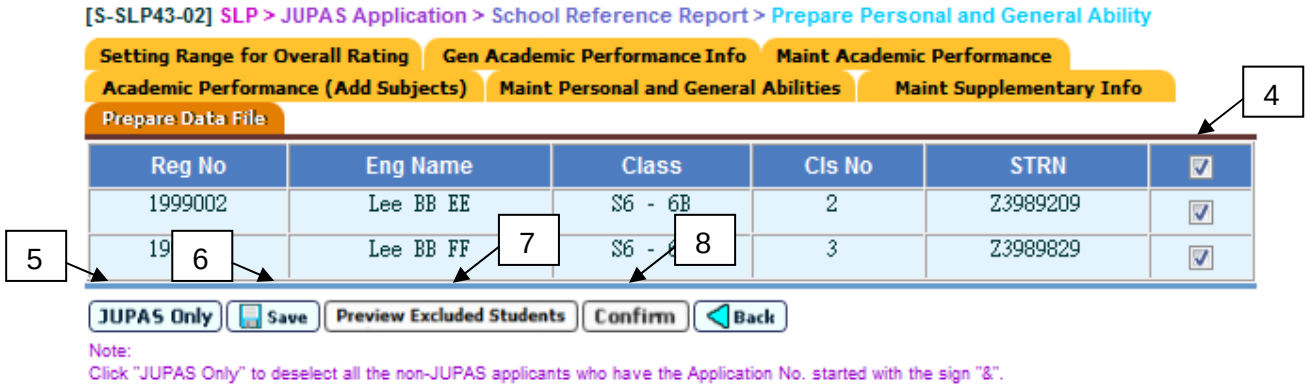
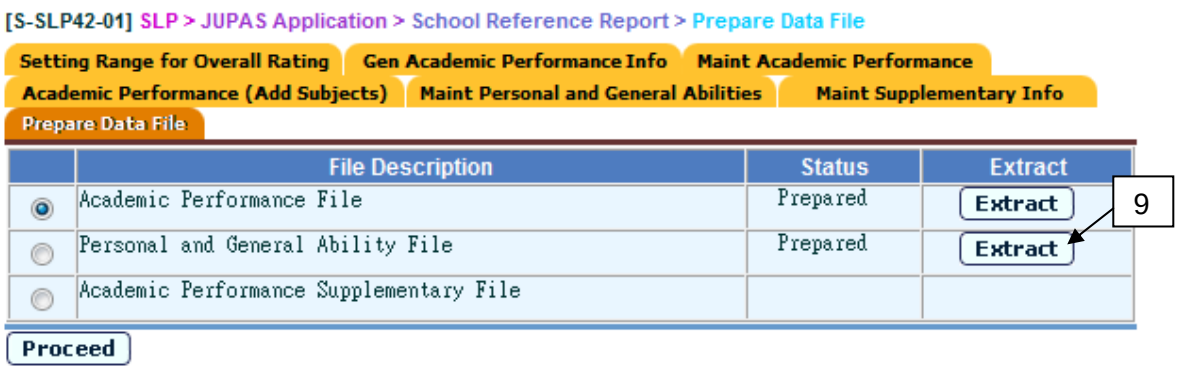
3. Select **Personal and General Ability File** option and click **[Proceed]** button.



4. Select students who will be included in the Personal and General Ability File.
5. Click **[JUPAS Only]** button to deselect all the non-JUPAS applicants who have the Application No. started with the sign “&”.
6. Click **[Save]** button to save the selection.
7. Click **[Preview Excluded Students]** button to view which students are excluded from the Personal and General Ability File.
8. Click **[Confirm]** button to generate the Personal and General Ability File.



9. Click **[Extract]** button to retrieve the generated Personal and General Ability File.

🕮 Post-effects

1. A Personal and General Ability File is generated. The status of Personal and General Ability File becomes “Prepared” afterwards.

🕮 Notes

1. Only one user is allowed to invoke the Preparing Personal and General Ability File function. For example, if user has invoked the function, other users cannot invoke it. The function will not be released until system timeouts, user logouts the system or end of preparing.
2. User can generate report “Students excluded in the Personal and General Ability File (R-SLP045)” for reviewing the list of student(s) who is/are not in the data file.

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Prepare Academic Performance Supplementary File

📖 Function Description

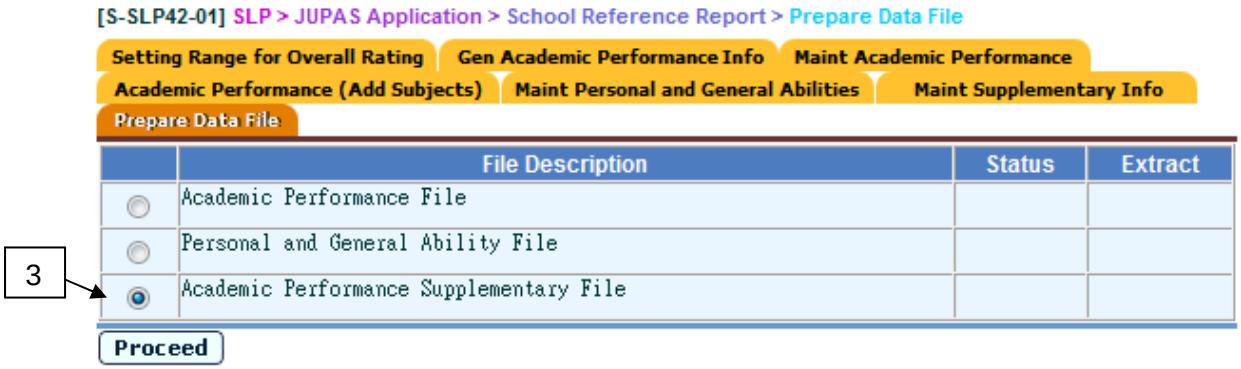
User can prepare Academic Performance Supplementary File based on the Academic Performance Supplementary data maintained by teacher for uploading to JUPAS.

📖 Pre-requisites

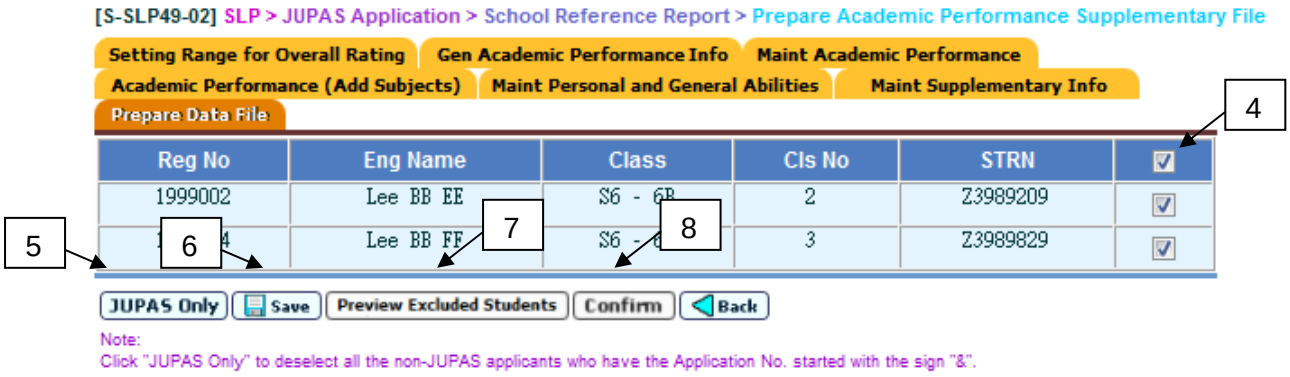
N/A

🖱 User Procedures

1. Click **[SLP]** → **[JUPAS Application]** → **[School Reference Report]** on the left menu.
2. Click the **[Prepare Data File]** tag.



3. Select **Academic Performance Supplementary File** option and click **[Proceed]** button.



4. Select students who will be included in the Academic Performance Supplementary File.
5. Click **[JUPAS Only]** button to deselect all the non-JUPAS applicants who have the Application No. started with the sign "&".
6. Click **[Save]** button to save the selection.

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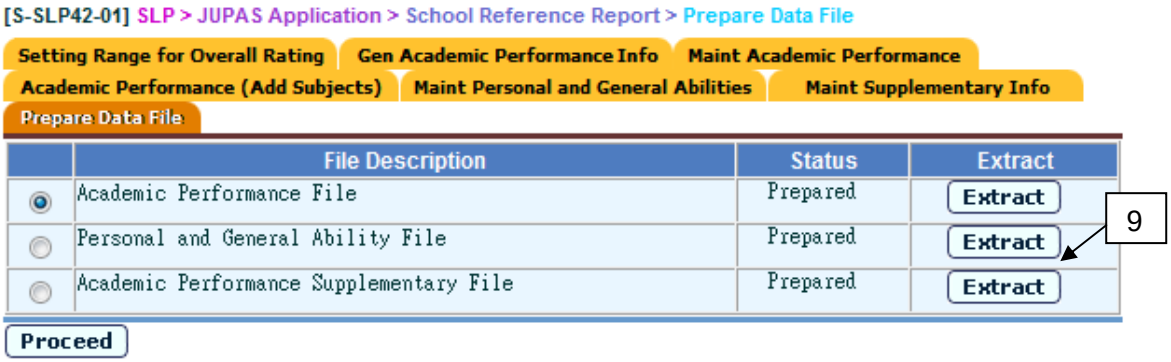
7. Click **[Preview Excluded Students]** button to view which students are excluded from the Academic Performance Supplementary File.
8. Click **[Confirm]** button to generate the Academic Performance Supplementary File.



9. Click **[Extract]** button to retrieve the generated Academic Performance Supplementary File.

📖 Post-effects

1. An Academic Performance Supplementary File is generated. The status of Academic Performance Supplementary File becomes “Prepared” afterwards.

📖 Notes

1. Only one user is allowed to invoke the Preparing Academic Performance Supplementary File function. For example, if user has invoked the function, other users cannot invoke it. The function will not be released until system timeouts, user logouts the system or end of preparing.

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2.7.6 Report

2.7.6.1 Generate Report

📖 Function Description

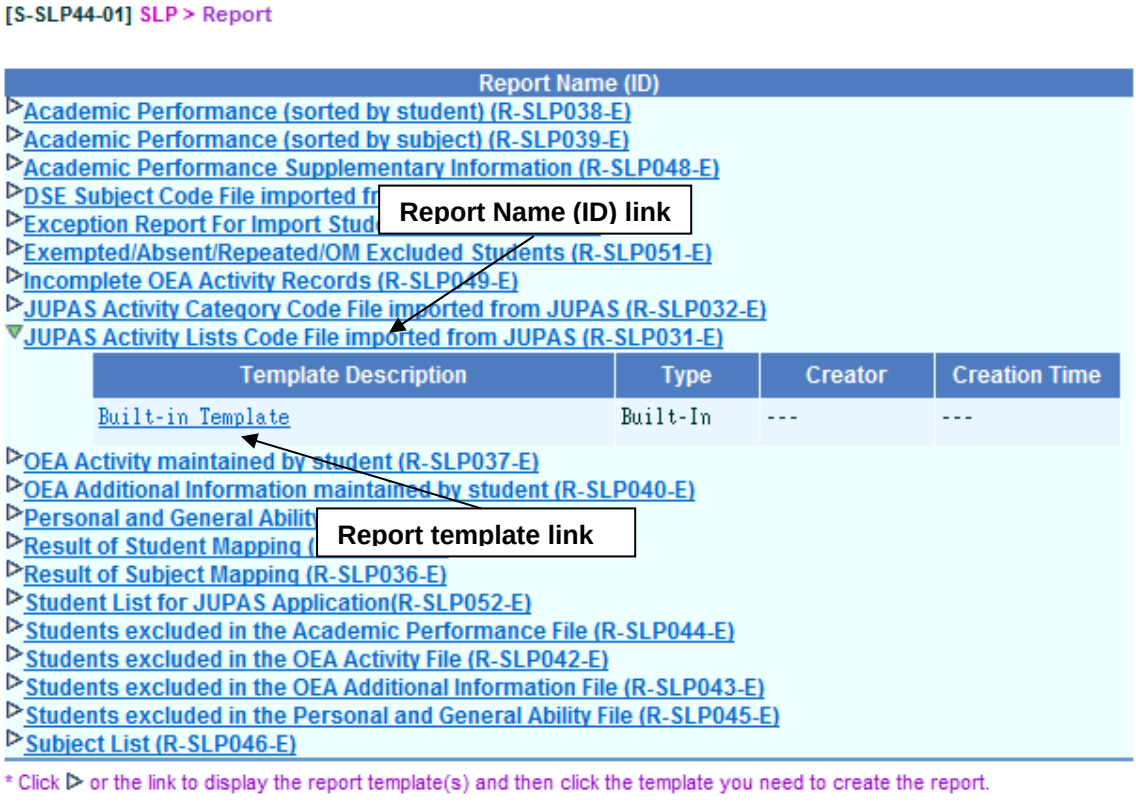
User can generate reports.

📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed on the workstation to view the reports.

🖱 User Procedures

1. Click **[SLP]** → **[JUPAS Application]** → **[Report]** on the left menu.
2. Click on the Report Name (ID) link and a list of built-in and user-defined report templates is displayed.


[S-SLP44-01] SLP > Report
Report Name (ID)
Academic Performance (sorted by student) (R-SLP038-E)
Academic Performance (sorted by subject) (R-SLP039-E)
Academic Performance Supplementary Information (R-SLP048-E)
DSE Subject Code File imported fr
Exception Report For Import Stud
Exempted/Absent/Repeated/OM Excluded Students (R-SLP051-E)
Incomplete OEA Activity Records (R-SLP049-E)
JUPAS Activity Category Code File imported from JUPAS (R-SLP032-E)
JUPAS Activity Lists Code File imported from JUPAS (R-SLP031-E)
Report Name (ID) link
Template Description
Type
Creator
Creation Time
Built-in Template
Built-In

OEA Activity maintained by student (R-SLP037-E)
OEA Additional Information maintained by student (R-SLP040-E)
Personal and General Abilit
Result of Student Mapping (
Report template link
Result of Subject Mapping (R-SLP036-E)
Student List for JUPAS Application(R-SLP052-E)
Students excluded in the Academic Performance File (R-SLP044-E)
Students excluded in the OEA Activity File (R-SLP042-E)
Students excluded in the OEA Additional Information File (R-SLP043-E)
Students excluded in the Personal and General Ability File (R-SLP045-E)
Subject List (R-SLP046-E)
* Click ▷ or the link to display the report template(s) and then click the template you need to create the report.

3. Click on the Report Template link to generate the report.

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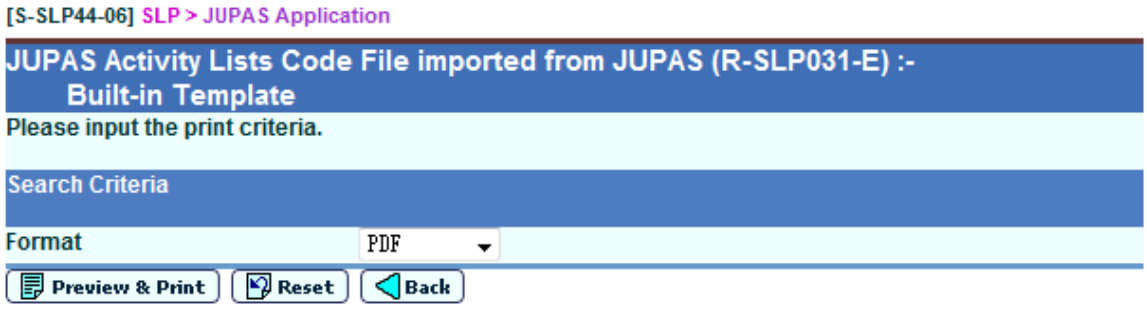


📖 Post-effects

The selected report will be displayed in a pop-up window, which allows user to preview and print.

📖 Notes

1. A built-in template is provided for each Report Name (ID). It can be downloaded from the Template function of the Report Management module. After editing by using the Crystal Reports software, the edited report template can be uploaded to the WebSAMS server as a user-defined template.

2.7.6.2 JUPAS Activity Lists Code File imported from JUPAS (R-SLP031)

📖 Function Description

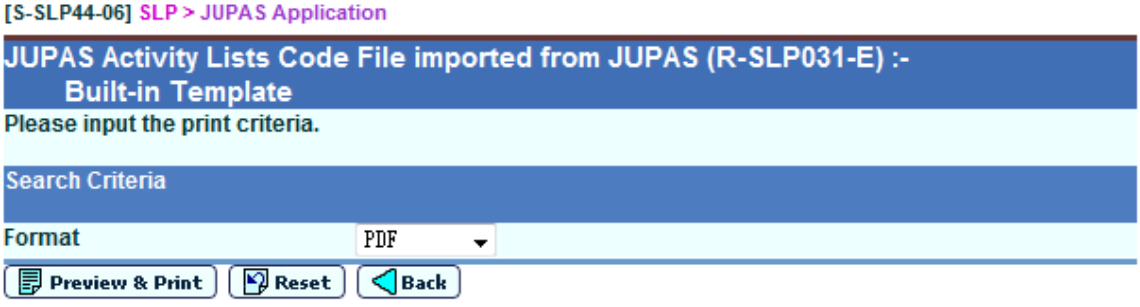
Under the “JUPAS Application” report category, this report lists out the imported JUPAS activity codes.

📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

🖱 User Procedures

1. Select “JUPAS Activity Lists Code File imported from JUPAS” from the report selection page. Click on the template link to go to the report parameter screen.



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2. Select the format of the report (PDF / Word / RTF / Excel).
3. Click the **[Preview & Print]** button to produce the report.

📖 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

📖 Notes

N/A

2.7.6.3 JUPAS Activity Category Code File imported from JUPAS (R-SLP032)

📖 Function Description

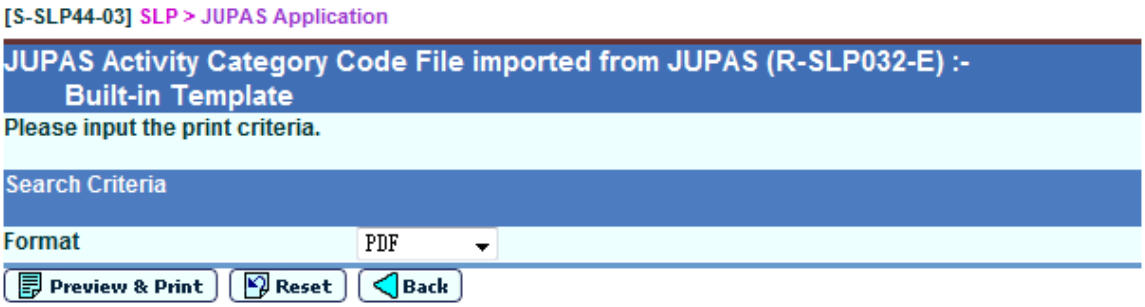
Under the “JUPAS Application” report category, this report lists out the imported JUPAS category codes.

📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

🖱 User Procedures

1. Select "JUPAS Activity Category Code File imported from JUPAS" from the report selection page. Click on the template link to go to the report parameter screen.



2. Select the format of the report (PDF / Word / RTF / Excel).
3. Click the **[Preview & Print]** button to produce the report.

📖 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

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Notes

N/A

2.7.6.4 DSE Subject Code File imported from JUPAS (R-SLP033)

Function Description

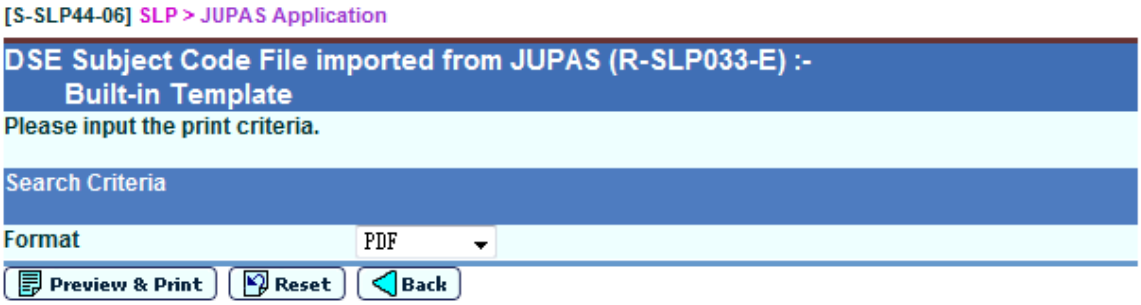
Under the “JUPAS Application” report category, this report lists out the imported HKDSE subject codes.

Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

User Procedures

1. Select "DSE Subject Code File imported from JUPAS" from the report selection page. Click on the template link to go to the report parameter screen.



2. Select the format of the report (PDF / Word / RTF / Excel).
3. Click the **[Preview & Print]** button to produce the report.

Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

Notes

N/A

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2.7.6.5 Exception Report For Import Student List (R-SLP034)

📖 Function Description

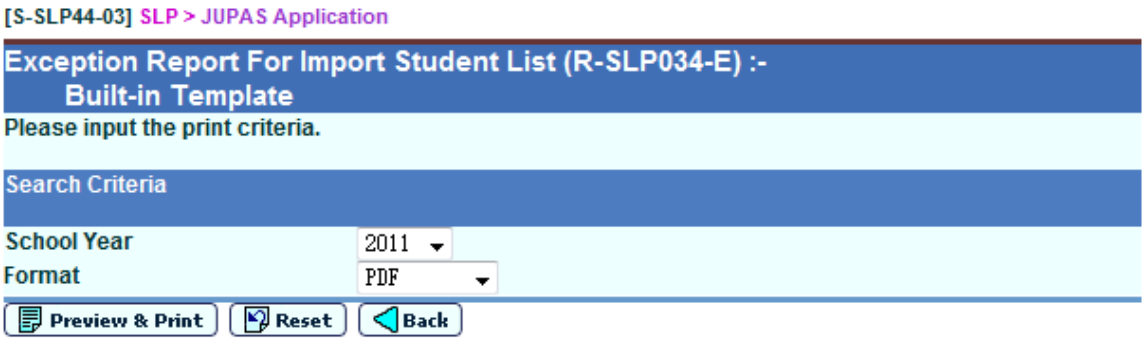
Under the “JUPAS Application” report category, this report lists out the exception records in the imported Student List.

📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

🖱 User Procedures

1. Select "Exception Report For Import Student List" from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the school year.
3. Select the format of the report (PDF / Word / RTF / Excel).
4. Click the **[Preview & Print]** button to produce the report.

📖 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

📖 Notes

N/A

2.7.6.6 Result of Student Mapping (R-SLP035)

📖 Function Description

Under the “JUPAS Application” report category, this report lists out the result of student mapping.

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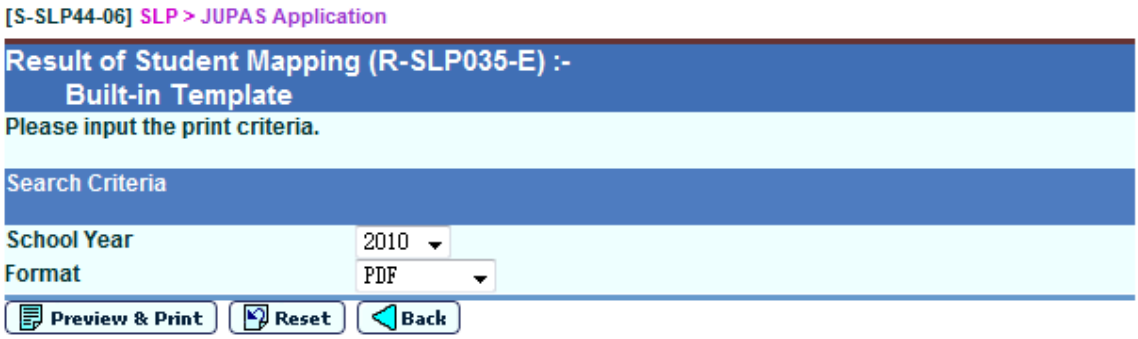
Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

User Procedures

1. Select “Result of Student Mapping” from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the school year.
3. Select the format of the report (PDF / Word / RTF / Excel).
4. Click the **[Preview & Print]** button to produce the report.

Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

Notes

N/A

2.7.6.7 Result of Subject Mapping (R-SLP036)

Function Description

Under the “JUPAS Application” report category, this report lists out the result of subject mapping in Function A.

Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

User Procedures

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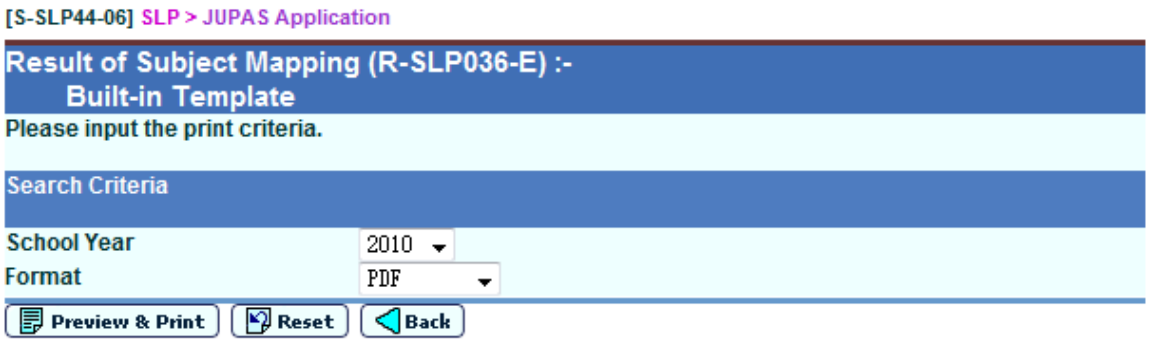
1. Select "Result of Subject Mapping" from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the school year.
3. Select the format of the report (PDF / Word / RTF / Excel).
4. Click the **[Preview & Print]** button to produce the report.

📖 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

📖 Notes

N/A

2.7.6.8 OEA Activity maintained by student (R-SLP037)

📖 Function Description

Under the “JUPAS Application” report category, this report lists out the OEA activity maintained by student.

📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

🖱 User Procedures

1. Select "OEA Activity maintained by student" from the report selection page. Click on the template link to go to the report parameter screen.

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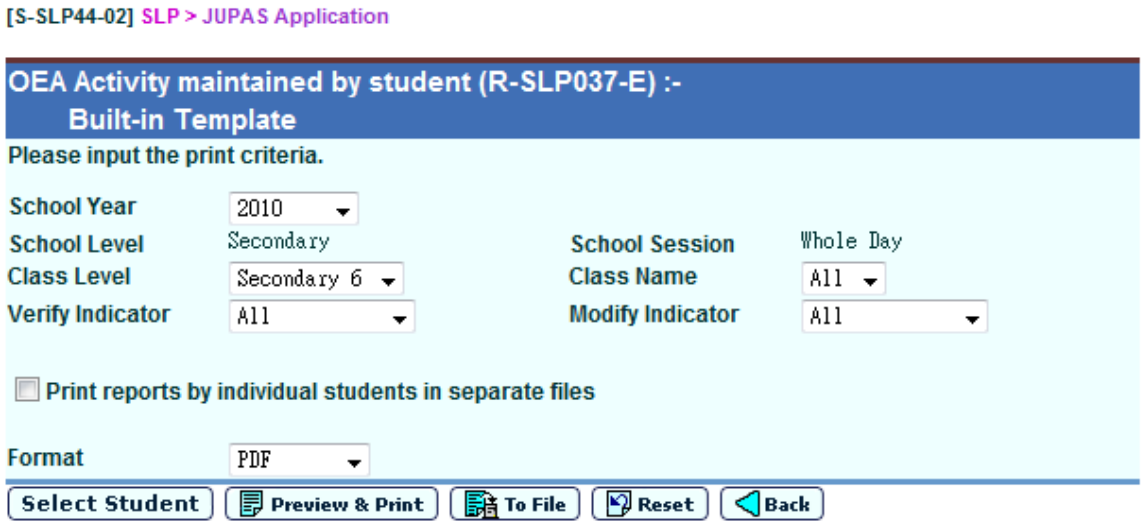

2. Specify the school year, class name, verify indicator and modify indicator.
3. If select **[Print reports by individual students in separate files]**, system will generate a zipped file containing report for individual students in separate files.
4. Select the format of the report (PDF / Word / RTF / Excel).
5. Click the **[Select Student]** button to select students for OEA Activity maintained by student report.
6. Click the **[Preview & Print]** button to produce the report.
7. Click the **[To File]** button to save the report into Report Repository.
    i. User is required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

📖 Notes

1. Selection criteria of Verify Indicator

Verify Indicator	Selection Criteria
Verified	1. The student has at least one OEA activity; AND 2. All OEA activities of the student are maintained and verified.
Not Verified	1. The student does not have any OEA activity; OR 2. The student has any OEA activity which is not maintained or verified.

2. Selection criteria of Modify Indicator

Modify Indicator	Selection Criteria
Modified	The student has OEA activity which is:

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	1. Maintained; AND 2. Ever modified by teacher
Not Modified	The student has OEA activity which is: 1. Maintained; AND 2. Not modified by teacher

2.7.6.9 Academic Performance (sorted by student) (R-SLP038)

📖 Function Description

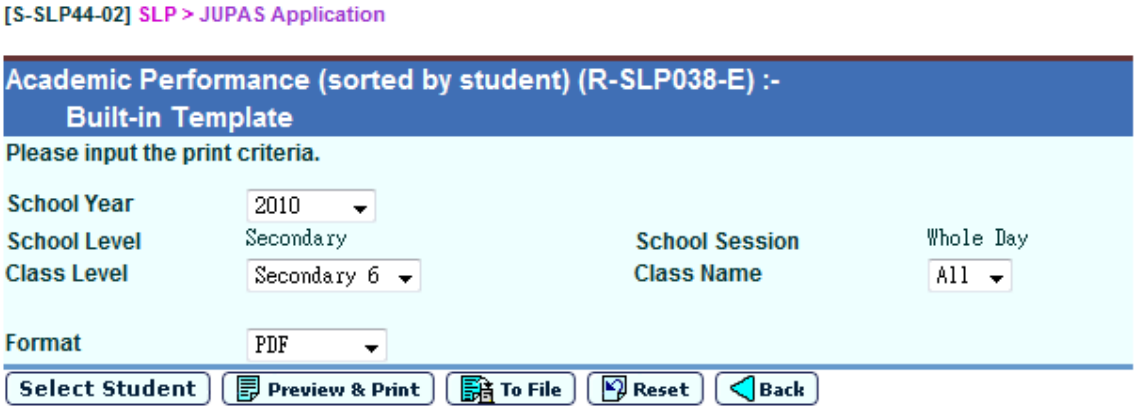
Under the "JUPAS Application" report category, this report lists out students' academic performance.

📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

🖱 User Procedures

1. Select "Academic Performance (sorted by student)" from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the school year and class name.
3. Select the format of the report (PDF / Word / RTF / Excel).
4. Click the **[Select Student]** button to select students for Academic Performance report.
5. Click the **[Preview & Print]** button to produce the report.
6. Click the **[To File]** button to save the report into Report Repository.
    i. User is required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

Notes

N/A

2.7.6.10 Academic Performance (sorted by subject) (R-SLP039)

Function Description

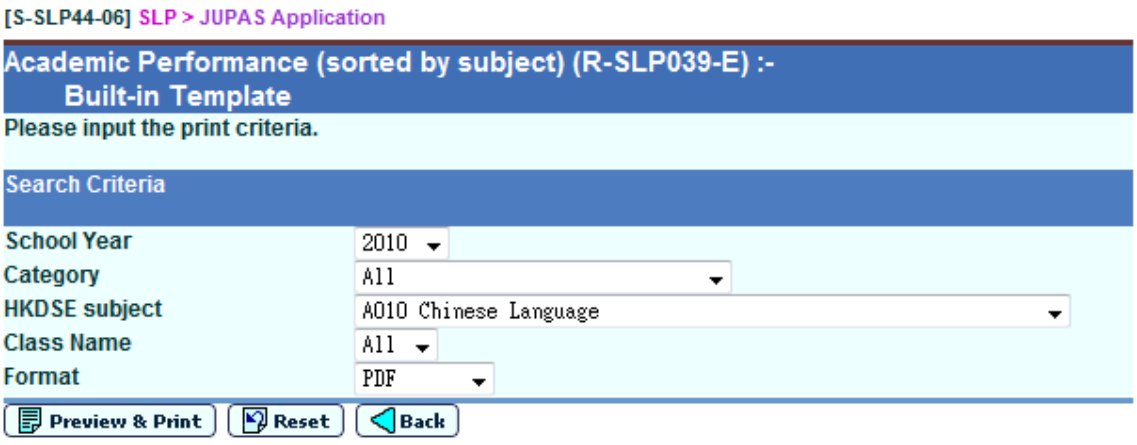
Under the “JUPAS Application” report category, this report lists out the students’ academic performance of specified HKDSE subject.

Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

User Procedures

1. Select “Academic Performance (sorted by subject)” from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the school year, category, HKDSE subject and class name.
3. Select the format of the report (PDF / Word / RTF / Excel).
4. Click the **[Preview & Print]** button to produce the report.

Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

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Notes

N/A

2.7.6.11 OEA Additional Information maintained by student (R-SLP040-E)

Function Description

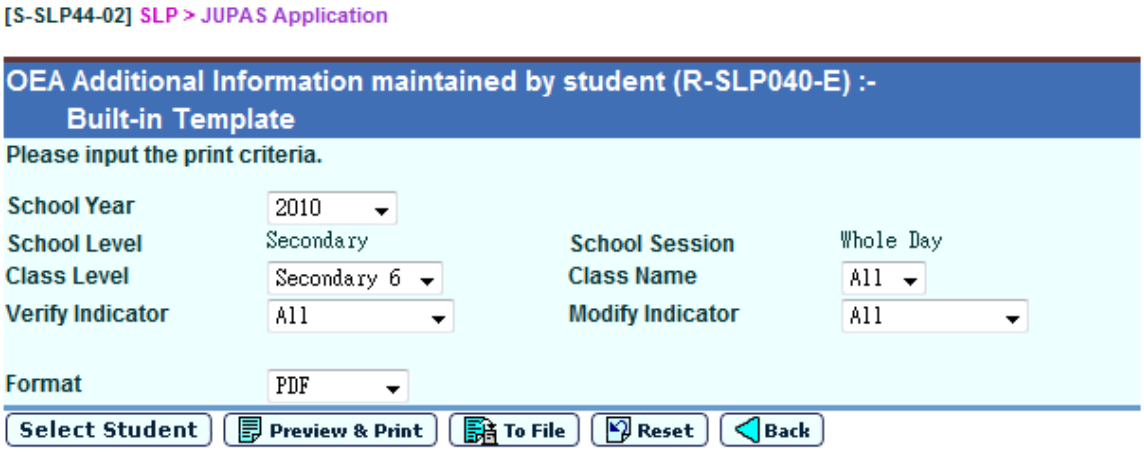
Under the “JUPAS Application” report category, this report lists out the OEA additional information maintained by student.

Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

User Procedures

1. Select “OEA Additional Information maintained by student” from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the school year, class name, verify indicator and modify indicator.
3. Select the format of the report (PDF / Word / RTF / Excel).
4. Click the **[Select Student]** button to select students for OEA Additional Information maintained by student Report.
5. Click the **[Preview & Print]** button to produce the report.
6. Click the **[To File]** button to save the report into Report Repository.
    i. User is required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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🕮 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

🕮 Notes

1. Selection criteria of Verify Indicator

Verify Indicator	Selection Criteria
Verified	The OEA additional information is: 1. Maintained; AND 2. Verified.
Not Verified	1. The OEA additional information is: 2. Not maintained; OR 3. Not verified.

2. Selection criteria of Modify Indicator

Modify Indicator	Selection Criteria
Modified	1. OEA additional information is maintained; AND 2. The record has ever modified by teacher.
Not Modified	1. OEA additional information is maintained; AND 2. There is no modification made by teacher.

2.7.6.12 Personal and General Ability (R-SLP041-E)

🕮 Function Description

Under the “JUPAS Application” report category, this report lists out students’ personal and general ability.

🕮 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

🖱 User Procedures

1. Select “Personal and General Ability” from the report selection page. Click on the template link to go to the report parameter screen.

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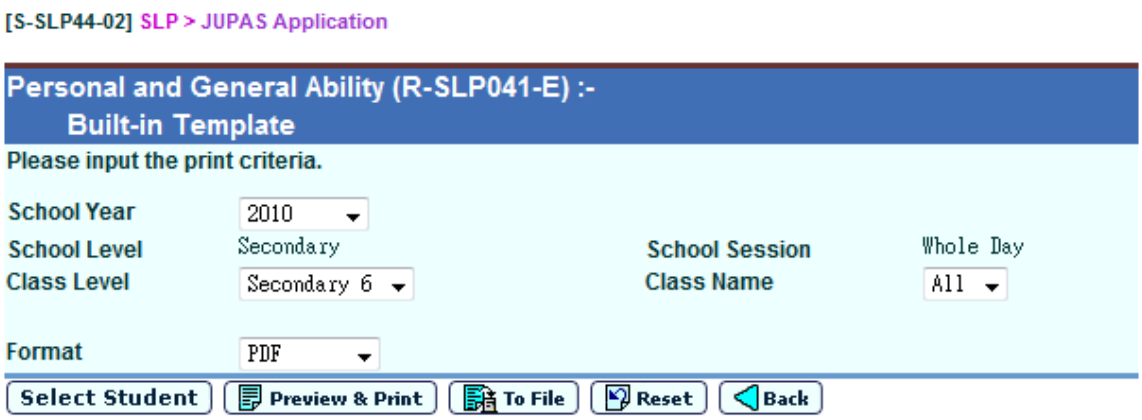

2. Specify the school year and class name.
3. Click the **[Select Student]** button to select students for Personal and General Ability Report.
4. Select the format of the report (PDF / Word / RTF / Excel).
5. Click the **[Preview & Print]** button to produce the report.
6. Click the **[To File]** button to save the report into Report Repository.
    i. User is required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

🕮 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

🕮 Notes

N/A

2.7.6.13 Students excluded in the OEA Activity File (R-SLP042-E)

🕮 Function Description

Under the “JUPAS Application” report category, this report lists out the students who are excluded in the OEA Activity File.

🕮 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

🖱 User Procedures

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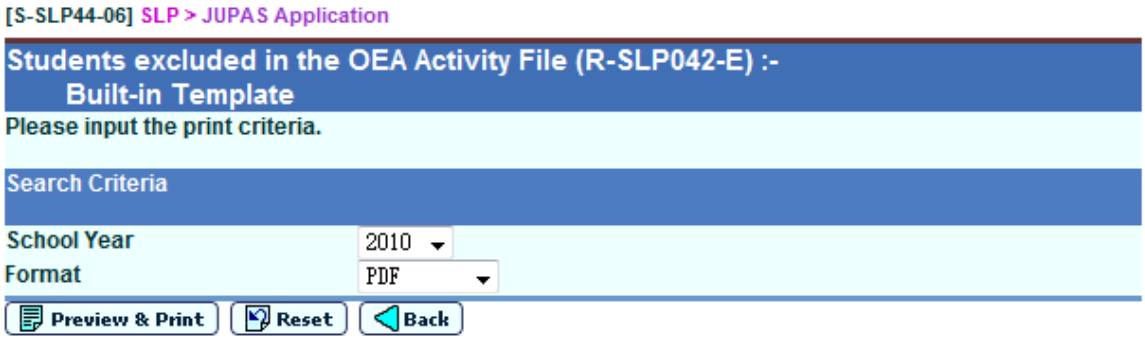
1. Select “Students excluded in the OEA Activity File” from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the school year.
3. Select the format of the report (PDF / Word / RTF / Excel).
4. Click the **[Preview & Print]** button to produce the report.

📖 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

📖 Notes

N/A

2.7.6.14 Students excluded in the OEA Additional Information File (R-SLP043-E)

📖 Function Description

Under the “JUPAS Application” report category, this report lists out the students who are excluded in the OEA Additional Information File.

📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

🖱 User Procedures

1. Select “Students excluded in the OEA Additional Information File” from the report selection page. Click on the template link to go to the report parameter screen.

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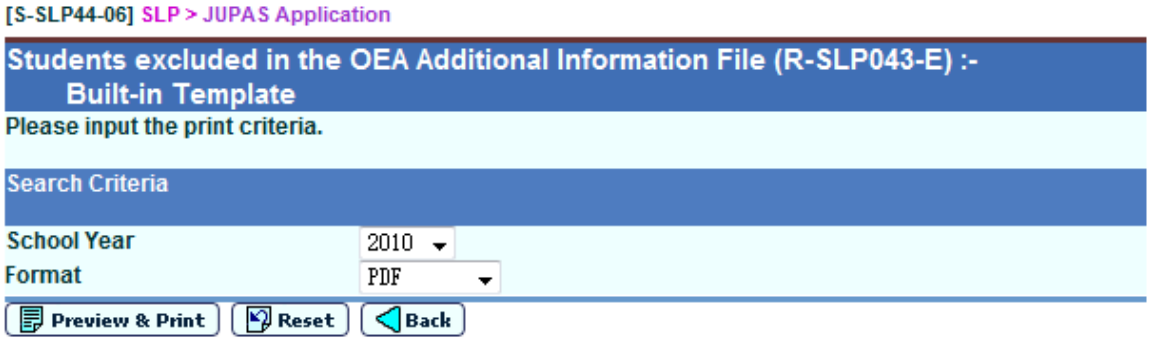

2. Specify the school year.
3. Select the format of the report (PDF / Word / RTF / Excel).
4. Click the **[Preview & Print]** button to produce the report.

📖 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

📖 Notes

N/A

2.7.6.15 Students excluded in the Academic Performance File (R-SLP044-E)

📖 Function Description

Under the “JUPAS Application” report category, this report lists out the students who are excluded in the Academic Performance File.

📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

🖱 User Procedures

1. Select “Students excluded in the Academic Performance File” from the report selection page. Click on the template link to go to the report parameter screen.

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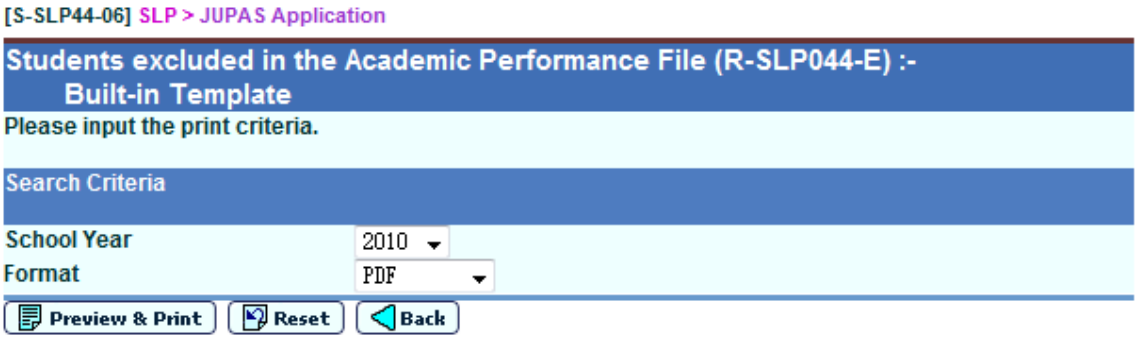

2. Specify the school year.
3. Select the format of the report (PDF / Word / RTF / Excel).
4. Click the **[Preview & Print]** button to produce the report.

📖 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

📖 Notes

N/A

2.7.6.16 Students excluded in the Personal and General Ability File (R-SLP045-E)

📖 Function Description

Under the “JUPAS Application” report category, this report lists out the students who are excluded in the Personal and General File.

📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

🖱 User Procedures

1. Select “Students excluded in the Personal and General Ability File” from the report selection page. Click on the template link to go to the report parameter screen.

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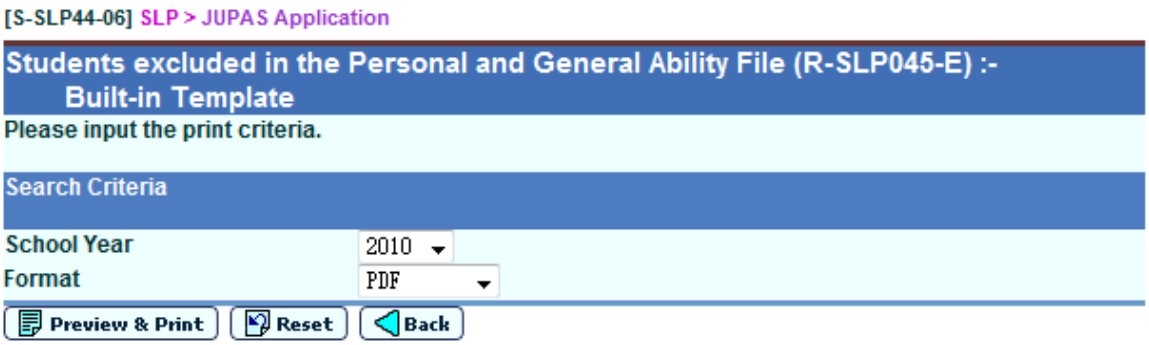

2. Specify the school year.
3. Select the format of the report (PDF / Word / RTF / Excel).
4. Click the **[Preview & Print]** button to produce the report.

📖 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

📖 Notes

N/A

2.7.6.17 Subject List (R-SLP046-E)

📖 Function Description

Under the “JUPAS Application” report category, this report lists out the HKDSE subjects used for academic performance maintenance.

📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

🖱 User Procedures

1. Select “Subject List” from the report selection page. Click on the template link to go to the report parameter screen.

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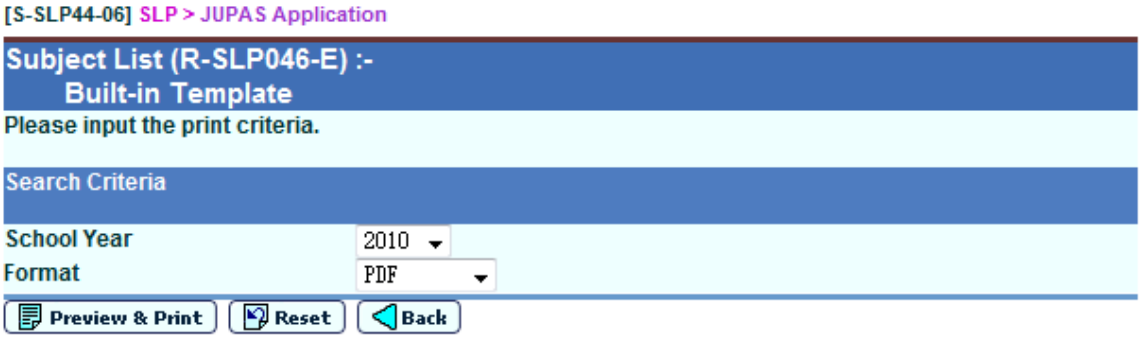

2. Specify the school year.
3. Select the format of the report (PDF / Word / RTF / Excel).
4. Click the **[Preview & Print]** button to produce the report.

📖 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

📖 Notes

N/A

2.7.6.18 Academic Performance Supplementary Information (R-SLP048-E)

📖 Function Description

Under the “JUPAS Application” report category, this report lists out students’ academic performance supplementary information.

📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

🖱 User Procedures

1. Select “Academic Performance Supplementary Information” from the report selection page. Click on the template link to go to the report parameter screen.

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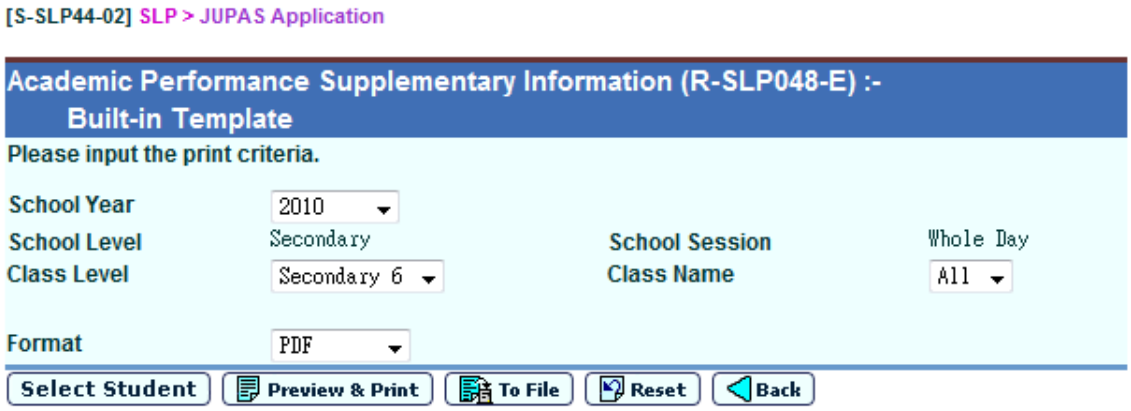

2. Specify the school year and class name.
3. Select the format of the report (PDF / Word / RTF / Excel).
4. Click the **[Select Student]** button to select students for Academic Performance Supplementary Information Report.
5. Click the **[Preview & Print]** button to produce the report.
6. Click the **[To File]** button to save the report into Report Repository.
    i. User is required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

🕮 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

🕮 Notes

NIL

2.7.6.19 Incomplete OEA Activity Records (R-SLP049-E)

🕮 Function Description

Under the “JUPAS Application” report category, this report lists out students’ incomplete OEA activity records.

The OEA activity is considered to be incomplete if:

- OEA activity is not maintained

🕮 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

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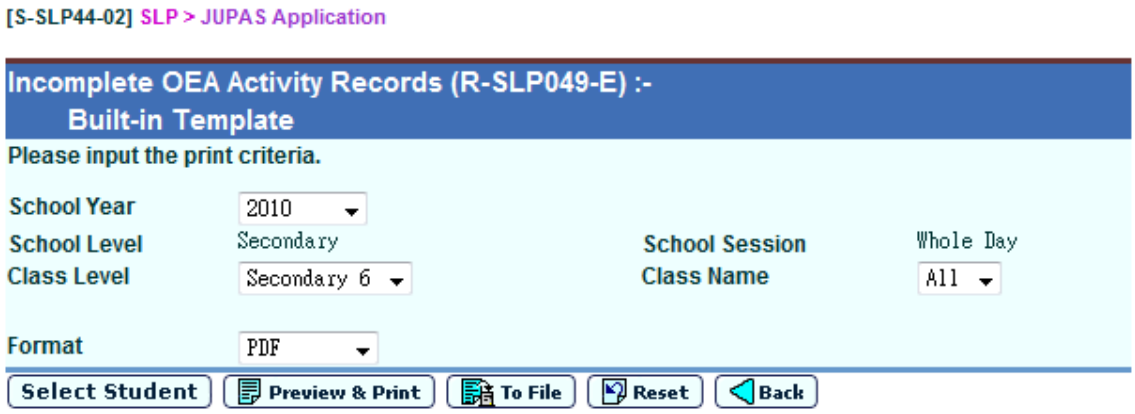
User Procedures

1. Select “Incomplete OEA Activity Records” from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the school year and class name.
3. Select the format of the report (PDF / Word / RTF / Excel).
4. Click the **[Select Student]** button to select students for Incomplete OEA Activity Records Report.
5. Click the **[Preview & Print]** button to produce the report.
6. Click the **[To File]** button to save the report into Report Repository.
    i. User is required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

Notes

1. After clicking the **[Select Student]** button, only students with incomplete OEA activity records are listed for selection.

2.7.6.20 Exempted/Absent/Repeated/OM Excluded Students (R-SLP051-E)

Function Description

Under the “JUPAS Application” report category, this report is generated for previewing the following exempted/absent/repeated and OM Excluded students after generating the academic performance,

    i. Only one ATA is chosen and there are exempted/absent/repeated students in the school year/assessment/subject selected;

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ii. Two ATAs are chosen and exempted/absent/repeated students have no assessment data in BOTH ATAs.

iii. Two ATAs are chosen and exempted/absent/repeated students have assessment data in either ATA but user specifies not to include such students in the generation of percentile information.

iv. Students are OM Excluded in ASR module and user specifies NOT to include such students in the generation of percentile information.

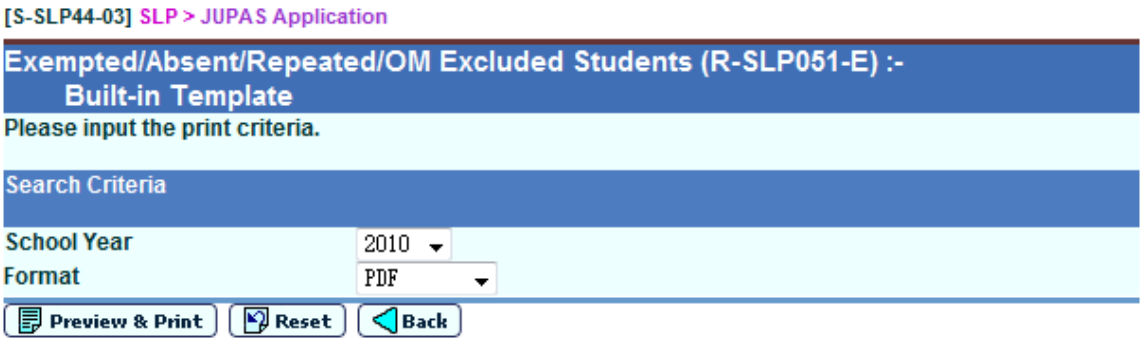
v. ATA(s) from S5 is/are chosen and the students have dropped in S5 but retake that subject in S6.

Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

User Procedures

1. Select "Exempted/Absent/Repeated/OM Excluded Students" from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the school year.
3. Select the format of the report (PDF / Word / RTF / Excel).
4. Click the **[Preview & Print]** button to produce the report.

Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

Notes

N/A

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2.7.6.21 Student List for JUPAS Application(R-SLP052-E)

Function Description

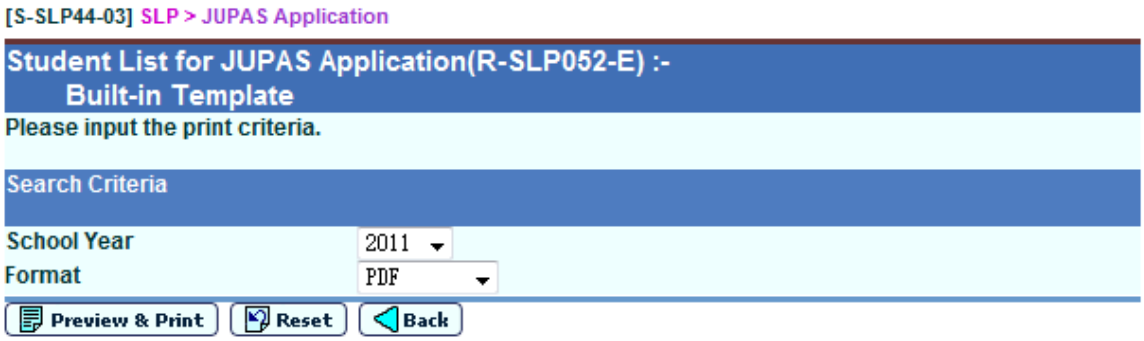
Under the “JUPAS Application” report category, this report lists out the student list maintained by school for each year.

Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

User Procedures

1. Select "Student List for JUPAS Application" from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the school year.
3. Select the format of the report (PDF / Word / RTF / Excel).
4. Click the **[Preview & Print]** button to produce the report.

Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

Notes

N/A

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